Electronic Official Personnel Folder (eOPF)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: Electronic Official Personnel Folder (eOPF)

Managing Office: Office of Human Capital and Talent Management (HCTM)

Date PIA Completed: July 20, 2018

OVERVIEW

The Office of Human Capital and Talent Management (HCTM) strives to find, develop and retain the best people to work at USAID. HCTM handles all aspects of personnel activities, from recruitment and workforce planning to policy development, assignment evaluation, promotion, discipline, career development, and retirement policies and programs for USAID's Foreign and Civil Service employees.

The Systems Management (SM) division within Policy, Planning and Systems Management (PPSM) leads strategic planning as it relates to HCTM's automated systems. The Division develops, administers, and maintains surveillance over automated systems and procedures and coordinates with other Agency operating units, including the Office of the Chief Information Officer (OCIO), on matters involving the automated data portion of the personnel systems and applicable interfaces. This Division provides systems management, systems education, systems integration support, as well as information management and IT knowledge management.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

5 CFR 293.302 created the OPF to house paper records used by Federal government HR offices. These records establish an employment history that includes grades, occupations and pay, and records choices under Federal benefits programs and were maintained as paper in agency HR offices until they were converted to digital images as part of an e-Government initiative established in response to the E-Government Act of 2002.

In general, OPM collects and maintains the information in eOPF pursuant to 5 U.S.C. §§ 1104, 1302, 2951, 3301, and 4315; E.O. 12107 (December 28, 1978), 3 CFR 1954-1958 Comp.; 5 U.S.C. 1104, and 1302; 5 CFR 7.2; Executive Orders 9830 and 12107; 3 CFR 1943-1948 Comp.; and 5 U.S.C. 2951(2) and 3301 authorize the maintenance of records the Government needs to make accurate employment decisions throughout an employee's career (5 CFR Chapter 1 part 293 Personnel Records).

INFORMATION COLLECTION (WHAT)

The following data elements are collected: name, Social Security Number, date of birth, place of birth, home address, home phone number, personal cell phone number, personal email address, work phone number, work email address, driver's license number, passport number or Green Card number, tax identification number, employment or salary information, medical record, criminal record, military record, financial record, education record, security clearance, sex or gender, age, marital status or family information, race or ethnicity, and citizenship.

INFORMATION COLLECTION (WHY)

The PII is collected and is necessary for payroll, benefits, and general Human Resources (HR) purposes. The information in eOPF is used by Federal agencies to make employment decisions throughout an employee's career. The information is used for personnel-related determinations, such as demonstrating that the appointment to federal services was valid; to verify military service credit for leave, reduction-in-force, or retirement; to establish an employment history, including grades, occupations and pay; and to document the choices an employee has made with respect to Federal benefits programs, including designating beneficiaries and selecting a health insurance carrier.

AGENCY INTENDED USE

Each Federal employee has a single personnel folder, known as the Official Personnel Folder (OPF), which documents the entire period of Federal civilian service. The Electronic Official Personnel Folder (eOPF) system contains an electronic version (digital images) of the paper OPF for Federal employees, virtual work folders for use by human resource (HR) offices, and folders for non-federal employees that are accessible online.

The OPF (Standard Form 66) is a file containing records from an individual's federal employment career. Employees with OPFs are those in the Executive Branch service, as listed in Title V of the United States Code, and some federal employees not under Title V. The long-term records in the file are included to protect the legal and financial rights of the government and the employee. The OPF contains records the Government needs to make accurate employment decisions throughout an individual's Federal career.

INFORMATION SHARING

eOPF is only shared between losing/gaining agencies and the National Personnel Record Center (NPRC). In order to show an employee's entire government career, the eOPF must maintain the documents from all agencies that he/she worked for. If a person is coming from another agency to USAID, a request is made through eOPF to electronically send the documents to USAID's eOPF instance. If an employee is leaving USAID and going to another agency, a request is made by the gaining agency, and

USAID will transfer the documents to that agency electronically. When an employee leaves the federal government, the file is electronically transferred to NPRC.

NOTICE OF OPPORTUNITIES FOR CONSENT

Several statutes and other authorities support the collection of the information contained in eOPF. These include 5 U.S.C. §§ 1104, 1302, 2951, 3301, and 4315; E.O. 12107 (December 28, 1978), 3 CFR 1954-1958 Comp.; 5 U.S.C. 1104, and 1302; 5 CFR 7.2; Executive Orders 9830 and 12107; 3 CFR 1943-1948 Comp.; and 5 U.S.C. 2951(2) and 3301 which authorizes the maintenance of records the Government needs to make accurate employment decisions throughout an employee's career. As well as 5 CFR Chapter 1 part 293 Personnel Records, which establishes policies and minimum requirements governing the creation, development, maintenance, processing, use, dissemination and safeguarding of the personnel records OPM requires agencies to maintain.

SYSTEM OF RECORDS NOTICE (SORN)

eOPF is covered by three Government-wide SORNs: OPM/GOVT 1, General Personnel Records; OPM/GOVT 2, Employee Performance File System; and OPM/GOVT 3, Records of Adverse Actions, Performance Based Reduction in Grade and Removal Actions, and Termination of Probationers. SORNs apply to the information maintained in eOPF about Federal employees.