

Federal Human Resource Navigator

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: Federal Human Resource (FHR) Navigator

Managing Office: USAID OHR/ELR

Date PIA Completed: February 8, 2013

OVERVIEW:

FHR Navigator is a web-based application that assists personnel specialist in calculating an employee's retirement options and benefits. The application resides in an OPM Approved vendor's server system, external to USAID. A USAID Human Resource (HR) Specialist enters the data through a web form or through entry by a USAID Direct Hire. The vendor licensing FHR Navigator to the Federal Government is Economic Systems, Inc. provides the Commercial-Off-The-Shelf (COTS) application.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

The authority to collect this information is 5 U.S.C. Sections 1302, 2951, 3301, 3372, 4118, and 8347, and Executive Orders 9397 (SSN), 9830, and 12107.

INFORMATION COLLECTION (WHAT)

Name, social security number, date and place of birth, home address, email address, all contact numbers provided, employment history, and educational and military history of individuals.

INFORMATION COLLECTION (WHY)

PII is collected to calculate an individual's work (service) history for USAID Direct Hires to generate data for leave and retirement benefit calculations.

AGENCY INTENDED USE

USAID uses the FHR Navigator to provide a means for its Direct Hires to calculate their leave and retirement benefits.

INFORMATION SHARING

USAID does not share PII collected through the FHR Navigator with other Federal Agencies.

NOTICE OF OPPORTUNITIES FOR CONSENT

Use of the FHR Navigator by a USAID Direct Hire is voluntary, and its use is initiated by the USAID Direct Hire. To use the FHR Navigator to calculate leave and retirement benefits, a USAID Direct Hire must provide all requested data elements.

INFORMATION SECURITY

FHR Navigator is a Federal Government-wide tool (through the Office of Personnel Management), which uses a secure website through which a USAID Direct Hire uses FHR Navigator. A USAID Direct Hire using the tool must sign in through a secure portal and data is transmitted through via secure socket layer (https) protocols.

SYSTEM OF RECORDS NOTICE (SORN)

OPM GOVT-1, General Personnel Records (December 11, 2012, 77 FR 74694)