

OHR Employee Information Management System (EIMS)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: OHR Employee Information Management System (EIMS)

Managing Office: OHR

Date PIA Completed: February 8, 2013

OVERVIEW

EIMS is a single sign-on, web-based intranet USAID Office of Human Resources (OHR) application containing seven sub-systems: Emergency Locator system; Biographic Register system; Foreign Service Report Card system; Foreign Service Assignment system; Annual Evaluation Tracking system; Incentive Awards system; and Employee Data Record (EDR) reporting. EIMS is an Oracle Database providing personnel data from the prior Agency Personnel System (RAMPS) and the National Finance Center (NFC) to the aforementioned HR systems.

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

22 U.S.C. 2151 et seq. (the Foreign Assistance Act, Public Law 87-165, as amended); 26 U.S.C. 6109, Identifying numbers; 31 U.S.C. 3512, Executive agency accounting and other financial management reports and plans; 44 U.S.C. 3101, Records management by agency heads; general duties; and Executive Order 9397 (Social Security Number), as amended.

INFORMATION COLLECTION (WHAT)

EIMS collects the name, date of birth, Social Security Number, mailing address, home phone number, email address, education records, race/ethnicity, sex, emergency contact information, and rating information of members of the USAID workforce.

INFORMATION COLLECTION (WHY)

Information, including PII, is collected and maintained in EIMS to permit USAID to conduct workforce member evaluations, create employee data records, manage assignments at the USAID overseas missions and senior leadership officer positions, and manage other USAID Human Resource functions.

AGENCY INTENDED USE

EIMS provides a centralized location for USAID workforce member PII that can be accessed easily and efficiently by OHR personnel lists, administrative officers and employees. The EIMS sub-systems provide a variety of functional support for OHR and USAID.

INFORMATION SHARING

PII collected and maintained is not shared outside USAID and its contractors support OHR functions.

NOTICE OF OPPORTUNITIES FOR CONSENT

EIMS does not collect PII directly from individuals.

INFORMATION SECURITY

EIMS is an intranet system residing on the agency's network and is secured by the agency firewall. All users must have a USAID network userid/password before accessing EIMS and EIMS access rights are role-based. Users can only access data and reports in EIMS approved from access under their assigned roles, and users may be assigned different roles in connection to each EIMS sub-system to which they are granted access. EIMS' system categorization is moderate.

SYSTEM OF RECORDS NOTICE (SORN)

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