# 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)