Financial Data Tracking System (FDTS)

PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY

System Name: Financial Data Tracking System (FTDS)

Managing Office: USAID/M/CIO/BSE

Date PIA Completed: June 17, 2013

OVERVIEW

Financial Data Tracking System (FTDS) is the access-based system used by USAID to track financial disclosure filings and ethics trainings each calendar year. The tracked financial disclosure filings and ethics trainings are required by law. FTDS is used to ensure USAID complies with the law. This system is vital to USAID's ability to prepare its required annual report on various aspects of the USAID ethics program to the Office of Government Ethics (OGE).

AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

Ethics in Government Act of 1978, Ethics Reformed Act of 1989, as amended; 5 CFR part 2634; and Executive Order 12674

INFORMATION COLLECTION (WHAT)

FDTS collections, uses, and maintains the following personal information on USAID officials and employees includes the following PII: full name, Social Security Number, office location, position number, position title, employee classification, position classification, ethics training dates, date financial disclosure form was received, date financial disclosure form was reviewed, and date financial disclosure form was certified. OGE Form 278, Executive Branch Personnel Public Financial Disclosure, and OGE Form 450, Confidential Financial Disclosure Report are used by USAID. Although financial information is gathered on the Forms, an individual's personal financial information is collected or maintained in FDTS.

INFORMATION COLLECTION (WHY)

The information collected permits USAID to ensure that the ethics training and financial disclosure requirements and obligations of the USAID workforce are met.

AGENCY INTENDED USE

FDTS is used to track accurately information necessary for USAID to complete its annual reports to the OGE. FDTS identifies personal service contractors and local employees who should file disclosure reports. It tracks late filers and identifies those who must take ethics training to work with USAID. FDTS is an online tool used to collect data for the Operational Plans (OP) and the Performance Reports. This system provides tracking of Agency's compliance with federal requirements for federal financial disclosure reporting.

INFORMATION SHARING

Information in FDTS may be shared among FDTS users in order to compile USAID's annual report to OGE. If USAID is audited by OGE (this occurs about every 6 years), OGE may request specific information from FDTS. Generic information compiled from FDTS, such as the number of financial disclosure filers that attended annual ethics training, is shared with OGE as part of USAID's annual report.

NOTICE OF OPPORTUNITIES FOR CONSENT

USAID officials and employees in certain positions or who have certain types of duties are required by law to file financial disclosure forms. This is a condition of their employment in these positions.

INFORMATION SECURITY

FDTS users have individual passwords.

SYSTEM OF RECORDS NOTICE (SORN)

OGE/GOVT-1, Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records (January 22, 2003, 68 FR 3097; correction published May 8, 2003, 68 FR 24722)

OGE/GOVT-2 - Executive Branch Confidential Financial Disclosure Reports (January 22, 2003, 68 FR 3101; correction published May 8, 2003, 68 FR 24722)