

PEACE CORPS PRIVACY IMPACT ASSESSMENT

Peace Corps System Name and Acronym: EmpowHR - Human Capital Management System (EmpowHR)

Managing Office: Office of Human Resources (OHR)

PIA Approval Date: 04/08/2026

PIA Expiration Date: 04/30/2029

1. Is this a new or revised electronic information system? If revised, describe revisions.

EmpowHR is a new HR information management system.

If any question does not apply, state not applicable (N/A) and explain why.

2. Identify who the Personally Identifiable Information (PII) is collected from:

- Members of the public, including Peace Corps Volunteer applicants and interns
- Federal employees
- Both members of the public and Peace Corps personnel

3. Legal Authority. Cite the legal authorities that permit and authorize the collection of this information by this IT system.

The Privacy Act of 1974, as amended, 5 U.S.C. Sec. 552a governs the collection, use and safeguarding of data collected on individuals; Executive Order (EO) 9397, *Numbering Systems for Federal Accounts Relating to Individuals* (November 22, 1943), as amended by Executive Orders 13478, *Amendments to Executive Order 9397, Relating To Federal Agency Use of Social Security Numbers* (November 18, 2008), EO 9830, *Amending the Civil Service Rules and Providing for Federal personnel administration* (February 24, 1947), and EO 12107, *Relating to the Civil Service Commission and Labor-Management in the Federal Service* (Dec. 28, 1978); The Peace Corps Act of 1961 (22 U.S.C. 2501 et seq.), as amended, and the Chief Financial Officers Act of 1990 Pub. L. 101-576. Federal Information Security Management Act of 2014, as amended (FISMA), 44 USC § 3541, et seq.

4. Purpose. Explain the purpose of the system (e.g., nature and source).

EmpowHR is a commercially provided Oracle/PeopleSoft Human Resources Management System (HRMS) that provides web-based management functions to allow U.S. Department of Agriculture – National Finance Center (USDA/NFC) and its customers to access Federal

employee information from a centralized database maintained by the Peace Corps' Office of Human Resources. It also provides comprehensive employee information enabling the agency to: (1) make critical decisions concerning workforce utilization, (2) forecast workforce turnover and placement, and (3) project future resource budget allocations on a fiscal year basis, for optimum achievement of Agency mission goals.

System functionality includes position classifications, human resource (HR) personnel processing, strategic workforce reporting, employee benefits administration, and organizational management.

EmpowHR offers a workflow system that defines HR request process flows and routes process actions accordingly. HR personnel action requests are initiated by both the employee or by the HR Liaison for a particular office. The HR Liaison would be the individual responsible for initiating personnel actions such as processing awards, reassignments, promotions, etc., on behalf of the employees of that office.

The primary technical, IT security, and administrative responsibilities for the EmpowHR system resides with (NFC) as they are the service provider with an Authority to Operate (ATO) and managed by United States Department of Agriculture (USDA).

5. List all forms of Personally Identifiable Information (PII) that are collected, maintained, or disseminated.

EmpowHR collects, uses and maintains Federal employee information that includes personally identifiable information (PII) including social security numbers (SSN), names, addresses, dates of birth, phone numbers, email addresses and banking information. Employee data is captured in EmpowHR for the purposes of pay, tax, and benefits administration. The employee data is entered manually, based on information provided through several required federal forms, some of which are listed under question 8c.

Peace Corps' personnel data systems include the individual's first name, last name, position staff title, employment type, work email address, work phone number, office location, home email address, personal phone number, unique Peace Corps staff identification number, and country in which the individual works.

6. Why is PII being collected (e.g., to determine eligibility)? Does the IT system collect PII directly from individuals, or from another system?

No. The system functions as a repository for personnel and payroll data used to perform HR operations and administer employee records. Information is collected through other web-based HR portals directly by candidates and employees. HR staff may also enter information on an individual's behalf through these web-based applications, as well as from electronic or physical federal personnel forms.

7. Sharing and Disclosure.

a. Will the PII from this system be shared with another agency? If yes, list the agency, all types of PII that is shared, and why this is shared outside our agency.

Yes. The information is shared with the USDA/NFC, and U.S. Office of Personnel Management (OPM). The information is used to update the USDA/NFC system, and the Employee Personal Page, which is also supported by USDA/NFC.

b. Is the sharing pursuant to a Memorandum of Understanding, Computer Matching Agreement (CMA), or other type of approved sharing agreement with another agency?

Yes. Peace Corps has signed an Interagency Agreement (IAA) with the USDA/NFC Document NFC-26-PU69-02 - A2502-011-012-074097_2 - Fully Executed on 2/26/2026.

8. Notice of the collection of information.

Candidates first receive notice of the collection of their information when they submit an initial application through USAJOBS.gov, where they are required to review and consent to the Privacy Act Statement before proceeding. Once an applicant is selected and enters the pre-hire and onboarding phases, the Peace Corps collects additional documentation, each of which includes its own Privacy Act statement. These documents support various hiring and onboarding activities.

Candidates must review the privacy statements associated with each form and, if they choose to proceed, complete, sign, and return the required documentation. Similar requests for information may also be made of employees during their tenure in order to update employment-related data.

The candidates' Information is collected and then entered into Peace Corps' HR Information Systems to facilitate hiring actions, issue payments, process benefit elections and support other necessary personnel, payroll and administrative functions.

a. Do individuals have the opportunity to object or to consent to the particular use of their PII prior to collection?

Yes No

b. If "Yes" describe the Privacy Act Statement (PAS) or notice provided to the individual prior to collection of his or her information. If "No," state the reason why individuals cannot give or withhold their consent. Identify if this is not applicable because information is obtained from an existing information system or source.

Yes. Candidates may object to or decline the use of their PII by choosing not to proceed with employment. Candidates who review the request for information and then complete, sign, and return are providing their consent for the Peace Corps to use their information as specified in each form's Privacy Act statement.

c. List any Peace Corps form(s) or federal form(s) used to collect PII for this system. Each PC form must have a Privacy Act Statement.

Commonly collected forms include:

- [OF 306 Declaration for Federal Employment](#)
- [SF 144 Statement of Prior Federal Service](#)

- [SF 2809 Health Benefits Election Form](#)
- [SF 2823 Designation of Beneficiary FEGLI](#)
- [SF 1199A Direct Deposit Sign-Up Form](#)
- [SF 85 Questionnaire for Non-Sensitive Positions](#)
- [AD 349 Employee Address](#)

d. Provide the OMB Control number and the agency number for the collection if this collection is covered by the Paperwork Reduction Act (PRA).

N/A

9. Security.

a. What administrative, technical, and physical security safeguards/controls are in place to protect the PII?

The privacy risks associated with this IT system are unauthorized access, unauthorized disclosure of PII, and the risk that a user may enter incorrect information. Peace Corps and the hosting facility USDA/NFC have administrative, technical, and physical security controls in place to mitigate these risks. Peace Corps has a service level agreement and interagency agreement with USDA/NFC that define the agreed-upon services provided by the USDA/NFC, Office of the Chief Financial Officer, for hosting the EmpowHR system. Additionally, it identifies the customers' responsibilities required to ensure successful operations. The physical controls are not outlined in this document. This is an authorized system hosted and managed by USDA/NFC that has undergone a security review and authorization of administrative, technical, and physical security safeguards and controls on an annual.

Administrative Controls: One of the security controls includes administrative controls. Access controls to EmpowHR require different authorized levels of roles and responsibilities. This is managed through a set of privileges granted only by the system administrator based upon role and group levels. Elevated roles and access privileges are assigned to individuals who have the need to know to fulfill responsibilities. Authorized users are trained in the proper handling of PII and their official responsibilities under the Privacy Act and Peace Corps security controls and technical governance for the rules of behavior. Access to EmpowHR can only be via PC's network. EmpowHR uses role-based access and user ID/Password to protect access to data. Employees have access only to their own records; supervisors have access only to employees they supervise.

Technical Controls: The system also has several technical controls. EmpowHR has access controls and user account authentication mechanisms to secure the information. Access to the system requires the use of a user ID and password. USDA/NFC also utilizes an eAuthentication system that allows PC users to create an eAuthentication (eAuth) account. This eAuth account is created after the user has been verified and the account credential has been linked to the USDA/NFC eAuthentication system. A user must have undergone background and security clearance and gained approval before accessing the PC network. Users can then access EmpowHR after authorization via the PC's network. IT Security will provide access after

the individual reads and signs the PC Rules of Behavior and completes all the mandatory training. HR personnel will create the user profile, and a temporary password will be sent to the user to gain access to EmpowHR and create a new unique password based on the PC password requirements. Information is encrypted using Secure Socket Layer (SSL) protocol, and HTTPS is used for all web access to EmpowHR.

b. Has a system security plan been completed for the information system?

Yes, the system security plan has been completed and was issued and signed on April 3, 2026.

10. Privacy Act System of Records. Identify the System of Record Notice (SORN) that covers this IT system, or state if a SORN will be created under the Privacy Act, 5 U.S.C. 552a.

USDA/OP-1, Personnel and Payroll System for USDA Employees – 63 FR 4213 (January 28, 1998), available on the USDA SORN website, <https://www.usda.gov/home/privacy-policy/system-records-notices>. The full OP-1 SORN is available from the following link: <https://www.govinfo.gov/content/pkg/PAI-2023-USDA-interim/xml/PAI-2023-USDA-interim.xml#op1>.

OPM/GOVT-1, General Personnel Records published December 11, 2012, 77 FR 79694; modifications published November 30, 2015, 80 FR 74815 and February 2, 2022, 87 FR 5874.

PC-13, Personnel Security Records published October 24, 2000, 65 FR 63641.

11. Records Retention and Disposition. Identify the National Archives and Records Administration (NARA) approved, pending or general records schedule (GRS) disposition authority for the system, or for the records maintained in the system, as well as the record retention instructions.

EmpowHR data retention is managed by NFC and governed by National Archives and Records Administration (NARA) General Records Schedules. NFC retains information in EmpowHR in accordance with NFC Record Schedule N1-016-10-7, which provides for a retention period of 56 years (Individual Employee Pay Records (archives.gov))