

PEACE CORPS PRIVACY IMPACT ASSESSMENT

Peace Corps System Name and Acronym: Econsys FHR Navigator System

Managing Office: Office of Human Resources

PIA approval date: February 8, 2023

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

This is a new review of an existing 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/federal contractors/Peace Corps Volunteers
- 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.

U.S. Code of Federal Regulations (CFR) 5 Part 293.302, 5 CFR 293.303, 5 USC §§ 1104, 1302, 2951, 3301, 3372, 4118 4315, and 8347; 3 CFR 1954-1958 Comp.; 5 CFR 7.2; Executive Order (EO) 9397, as amended; EO 9830, and EO 12107; 3 CFR 1943-1948 Comp.; 5. 5 CFR Chapter 1 part 293 Personnel Records and Peace Corps 22 CFR 2501 et seq.

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

The FedHR Navigator is a Software as a Service (SaaS) that calculates future retirement benefits for Peace Corps employees. This system comprises of a civilian retirement calculator for Peace Corps employees and a question-and-answer interface to prepare a retirement application with customer care for system navigation.

The system provides Federal employees with an enhanced retirement calculator that determines the retirement benefits for every type of Federal employee. It handles voluntary, early, and disability retirement; part-time and intermittent services; deposits

and redeposits owed; Social Security/Federal Employees Retirement System (FERS) supplement; Thrift Savings Plan (TSP); survivor and retiree supplemental annuity benefits; and severance pay. Furthermore, the calculator determines the retirement eligibility, early and disability annuities, and survivor benefits for special groups. Also available, are retirement and financial planning tools to self-serve much of the traditional administrative and human resources (HR) work that would have been done by an HR staff.

Embedded in the system is a Federal Erroneous Retirement Coverage Corrections Act (FERCCA) calculator that deals with complex retirement coverage error cases where a federal employee can choose between Civil Service Retirement System (CSRS) and FERS retirement systems. This capability is particularly important to employees who must make critical decisions for correcting twelve error types that have been specified by the Office of Personnel Management (OPM). The application contains CSRS, FERS, and other OPM forms for electronic form filling, data storage, and case management.

The system includes a step-by-step retirement application wizard that prevents errors from occurring when preparing a retirement application. This capability supports the submission of “healthy” retirement packages to OPM.

5. List all forms of Personally Identifiable Information (PII) that is collected, maintained, or disseminated. *(Examples include first name, middle name or initial, last name, alternate names, birth date, place of birth, Social Security Number (full or partial), personal telephone number, personal address, personal email address, residency during service or host family address, family member information or third person contacts, driver’s license number, passport number, Peace Corps Volunteer number, other ID number, gender/gender preference, race or ethnicity, religious preference, marital status, military service status or military records, legal, security, or law enforcement information or status, disability information or status, financial information, educational information, IEP address, MAC address, biometrics, photograph, electronic Protected Health Information)*

PII includes: First name, last name, middle initial, birthdate, Social Security Number (SSN), gender, home address, and personal telephone number.

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

The system provides an enhanced retirement calculator that determines the retirement benefits for Peace Corps Direct Hires and also enables counseling of employees on their future retirement benefits. System collects PII from another system Electronic Official Personnel Folder (eOPF). PII is collected from eOPF to help determine the retirement benefits of Peace Corp employees.

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.

No, information will not be shared with another federal agency.

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

No.

8. Notice of the collection of information.

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.

No. Users of the information system cannot consent because their information is automatically obtained from eOPF, which is the system that holds all current PC employee's information.

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.

N/A.

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?

Every system has certain privacy risks. The administrative, technical, and physical privacy risks include unauthorized access, unauthorized disclosure, and a risk that the individuals whose information is added to EconSys. There are administrative, physical security, and technical safeguards in place to mitigate these risks.

Administrative Controls: Only authorized HR administrators have restricted access to the office, the designated system, and its information based on a need-to-know basis to fulfill official duties. The Office of Human Resources administrators assign user roles within its office to limit access to only those who have an official need to know to perform their duties. Authorized users are trained in the proper handling of personally identifiable information and their official responsibilities under the Privacy Act and Peace Corps technical governance for the rules of behavior. OPM has access to the data in the capacity as the administrator and service provider for the system.

Technical Controls: Access controls and user account authentication mechanisms are used in securing the data. Computer access requires a Personal Identity Verification (PIV) Badge and appropriate credentials. Access to the Econsys network requires multifactor authentication. The individual employee can access Econsys by logging in online using an OPM-assigned username and password, with right (privileged user) and read-only (non-privileged user) access. The FedHR Navigator is a Software as a Service (SaaS) that provides future retirement benefits for Peace Corps employees. This system comprises of civilian retirement calculator for Peace Corps employees and a question-and-answer interface to prepare a retirement application with customer care for system navigation. The system Econsys is compliant with the Federal Information Security Management Act (FISMA). The Federal Information Processing Standard (FIPS) 199 security impact category for this system is moderate.

Physical Security Safeguards: The Office of Human Resources (OHR) computer system that host the application is in a secure office building in an office suite behind secure doors. Which protects the application from unauthorized access,

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

Yes, in January of 2023, the agency completed its system security plan. In January 30, 2023 the Chief Information Security Officer (CISO), conducted a Security Control Assessment for the system. The OHR is awaiting an Authorization to Operate (ATO) from the CISO.

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

The following SORN applies to this system: OPM/GOVT-1 General Personnel Records

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

These records are covered by the GRS DAA-GRS-2014-0004-0003 (GRS 2.5/020 – “Individual employee separation case files”).