

WebPASS Post Personnel System

PRIVACY IMPACT ASSESSMENT SUMMARY

System Name: WebPASS Post Personnel System

Managing Office: USAID Office of Human Resources

SUMMARY: The United States Agency for International Development (USAID) gives notice that it has conducted a Privacy Impact Assessment (PIA) for the Office of Human Resources WebPASS system. WebPASS is a Department of State system, containing a number of administrative applications sponsored by different Offices and Bureaus within the Department of State. USAID does not use the full capabilities of the system.

What elements of PII are being collected?

The Office of Human Resources uses the WebPASS system to collect employee names, Social Security numbers, dates of birth, educational records and employment histories.

Why is the PII being collected?

The Office of Human Resources and the Missions use WebPASS to enable the Missions to have a personnel system, as well as allowing for non-Direct Hire reporting.

What opportunities are provided to individuals to consent to the use of this information collection?

No opportunity to consent is provided, as the information is collected for personnel in-processing at each Mission.

What is the Agency's intended use of the information?

The Office of Human Resources and the Missions use WebPASS to enable the Missions to have a personnel system, non-Direct Hire reporting, and to support personnel evacuations.

Who has access to the information?

The Office of Human Resources has access for reporting purposes, and the Missions have access as the personnel system at Mission.

What authorities permit the collection of this information?

The Foreign Assistance Act of 1961, as amended.

Information Security

Systems administrators do not grant access to persons without a business need to access application data.

Does this collection require a System of Record Notice?

Yes. STATE-25, Overseas Records.