

Electronic Official Personnel Folder

PRIVACY IMPACT ASSESSMENT SUMMARY

System Name: Electronic Official Personnel Folder

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 Electronic Official Personnel Folder (eOPF) system. eOPF is a digital re-creation of an employee's paper personnel folder and is a comprehensive electronic personnel data repository that spans the lifecycle of Federal employment. By automating personnel actions such as annual pay increases, changes in benefits and employee transfers, employees are able to access their personnel record information online, thus saving time and manpower.

What elements of PII are being collected?

The Office of Human Resources uses eOPF to collect name, Social Security number, date of birth, financial records and employment history.

Why is the PII being collected?

The Office of Human Resources uses eOPF to collect this information to replace paper copies of the employees personnel folders.

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

No opportunity for consent is provided, as the information stored within the files is collected during the hiring processes and during the course of Federal employment, and is required by the Office of Personnel Management in the maintenance of Federal employee records..

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

The Office of Human Resources uses eOPF as the replacement for paper copies of the official personnel records, and also to provide employees with immediate access to their official personnel records both anytime and on-line.

Who has access to the information?

The USAID Office of Human Resources staff and the individual employees have access to the eOPF system.

What authorities permit the collection of this information?

The Foreign Assistance Act of 1961, as amended.

Information Security

The Office of Personnel Management has completed a Certification and Accreditation (C&A) of eOPF and constantly monitors and provides changes, as needed. Access to records is obtained through a secure internet portal. OPM issues employees user identifications and passwords in order to obtain access to the records. Other permissions, such as those for human resources specialists, are role-based and similarly assigned user identifications, passwords and permissions.

Does this collection require a System of Record Notice?

Yes. OPM/GOVT-1, General Personnel Records.