


Copy PIA (Privacy Impact Assessment)



Do you want to copy this PIA ?

Please select the user, who would be submitting the copied PIA.

Instructions

Review the following steps to complete this questionnaire:

1) Answer questions. Select the appropriate answer to each question. Question specific help text may be available via the  icon. If your answer dictates an explanation, a required text box will become available for you to add further information.

2) Add Comments. You may add question specific comments or attach supporting evidence for your answers by clicking on the  icon next to each question. Once you have saved the comment, the icon will change to the  icon to show that a comment has been added.

3) Change the Status. You may keep the questionnaire in the "In Process" status until you are ready to submit it for review. When you have completed the assessment, change the Submission Status to "Submitted". This will route the assessment to the proper reviewer. Please note that all values list questions must be answered before submitting the questionnaire.

4) Save/Exit the Questionnaire. You may use any of the four buttons at the top and bottom of the screen to save or exit the questionnaire. The button allows you to complete the questionnaire. The button allows you to save your work and close the questionnaire. The button allows you to save your work and remain in the questionnaire. The button closes the questionnaire without saving your work.

Acronyms

ATO - Authorization to Operate

CAC - Common Access Card

FISMA - Federal Information Security Management Act

ISA - Information Sharing Agreement

HHS - Department of Health and Human Services

MOU - Memorandum of Understanding

NARA - National Archives and Record Administration

OMB - Office of Management and Budget

PIA - Privacy Impact Assessment

PII - Personally Identifiable Information

POC - Point of Contact


PTA - Privacy Threshold Assessment

SORN - System of Records Notice

SSN - Social Security Number

URL - Uniform Resource Locator

General Information

PIA Name:	CDC - NAVIGATOR - QTR3 - 2023 - CDC6849187	PIA ID:	1694954
Name of Component:	CDC - Navigator	Name of ATO Boundary:	Navigator
Overall Status:		PIA Queue:	
Submitter:		# Days Open:	256
Submission Status:	Re-Submitted	Submit Date:	3/25/2024
Next Assessment Date:	N/A	Expiration Date:	4/29/2027
Office:		OPDIV:	CDC
Security Categorization:	Moderate	OpDiv PIA ID:	CDC6849187
Legacy PIA ID:		Make PIA available to Public?:	Yes
1:	Identify the Enterprise Performance Lifecycle Phase of the system.		Operations and Maintenance
2:	Is this a FISMA-Reportable system?		Yes
3:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		Yes
4:	ATO Date or Planned ATO Date.		11/17/2023
5:	Is the system or electronic information collection, agency or contractor operated?		Agency

PTA

PTA		
PTA - 2:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)
PTA - 2A:	Describe in further detail any changes to the system that have occurred since the last PIA.	System is migrating to cloud. Functionality remains the same.
PTA - 3:	Is the data contained in the system owned by the agency or contractor?	Agency

PTA - 4:	Please give a brief overview and purpose of the system by describing what the functions of the system are and how the system carries out those functions.	<p>Navigator (NAVIGATOR) is a consolidation of data and functionality from existing web-based applications, including People Processing (PP), CDC Neighborhood (CDCN) and Workforce Contingency Planning System (WCPS), all of which have their own separate Privacy Impact Assessments (PIA). Navigator serves as the primary Employee Directory at CDC, housing Human Resources (HR) information on all people having access to CDC facilities and resources, including Federal Full-time Employees (FTE), non-CDC employees, and CDC Contractor personnel.</p> <p>Navigator is an integral tool for In- and Out-processing of the CDC workforce (government employees, contractors, researchers and suppliers), clearance verification, telework agreements, transfers, and managing emergency points of contact. Navigator also facilitates workforce planning in accordance with the Office of Management & Budget (OMB) criteria.</p>
PTA - 5:	List and/or describe all the types of information that are collected (into), maintained, and/or shared in the system regardless of whether that information is PII and how long that information is stored.	<p>Navigator, collects and maintains the following workforce-related information :</p> <p>Name; Phone number; Social Security Number (SSN); Date of Birth; Email address; Work location; Legal Documents (i.e. copies of Driver's License, passport, utility bills, employer ID cards, etc.); Grade and series; Job title; Administrative (ADMIN) code; Taxpayer I.D; Pay Plan and supervisor; Education information (degrees, skills, licenses, foreign languages); Military Status; Employment Status; Professional and personal emergency contact information; Training and other credentials/certifications; and User ID.</p> <p>Navigator is a CDC internal application that may only be accessed by locally authenticated organizational users. The system's authentication utilizes the CDC network's Active Directory (AD); Active Directory is a separate system covered by a separate PIA.</p>
PTA - 5A:	Are user credentials used to access the system?	
PTA - 5B:	Please identify the type of user credentials used to access the system.	

<p>PTA - 6:</p>	<p>Describe why all types of information is collected (into), maintained, and/or shared with another system. This description should specify what information is collected about each category of individual.</p>	<p>Navigator is a consolidation of human resource information from multiple CDC systems, including People Processing (PP), CDC Neighborhood (CDCN) and Workforce Contingency Planning System (WCPS). All data collected by Navigator are stored and maintained in these systems which have existing PIAs.</p> <p>As a consolidated platform of human resource information from multiple CDC systems, Navigator serves as the primary Employee Directory at CDC, and the information collected will support CDC's resource management and business services functions performed by these human resource, security, safety, IT, travel and financial systems previously mentioned. The system is the primary HR reference for many other business tools and functions, as it collects and maintains workforce-related information such as: Name; Phone number; Social Security Number (SSN); Date of Birth; Email address; Work location; Legal Documents (i.e. copies of Driver's License, passport, utility bills, employer ID cards, etc.); Grade and series; Job title; Administrative (ADMIN) code; Taxpayer I.D; Pay Plan and supervisor; Education information (degrees, skills, licenses, foreign languages); Military Status; Employment Status; Professional and personal emergency contact information; Training and other credentials/certifications; and User ID.</p> <p>Specific examples of how this Information collected is used include: to verify clearance and physical access to CDC resources; to verify network accounts requirements; to create employee directory profiles by recording business contact, organization, time keeper and supervisor information; to transfer or detail employees to other work centers; and to out-process individuals from the CDC by revoking their physical and network access rights and updating the time and attendance records accordingly.</p> <p>Navigator is a CDC internal application that may only be accessed by locally authenticated organizational users. The system's authentication utilizes the CDC network's Active Directory (AD); Active Directory is a separate system covered by a separate PIA.</p>
<p>PTA - 7:</p>	<p>Does the system collect, maintain, use or share PII?</p>	<p>Yes</p>
<p>PTA - 7A:</p>	<p>Does this include Sensitive PII as defined by HHS?</p>	<p>Yes</p>
<p>PTA - 8:</p>	<p>Does the system include a website or online application?</p>	<p>Yes</p>
<p>PTA - 8A:</p>	<p>Are any of the URLs listed accessible by the general public (to include publicly accessible log in and internet websites/online applications)?</p>	<p>No</p>

PTA - 9:	Describe the purpose of the website, who has access to it, and how users access the web site (via public URL, log in, etc.). Please address each element in your response.	<p>Navigator, owned by the Office of the Chief Information Officer/Technology Solutions Branch (OCIO/TSB), represents the consolidation of data and functionality from existing web-based applications, including People Processing (PP), CDC Neighborhood (CDCN), Workforce Contingency Planning System (WCPS), and Background Investigation System (BGIS). This single system includes a responsive design, which provides optimal user experience on all devices (desktops, tablets, phones, etc.). Using service-oriented architecture, this system enables process efficiencies by using one system interface instead of many to support improvements to in/out processing at CDC.</p> <p>In keeping with the legacy applications, Navigator will be used across CDC for the multiple purposes.</p> <p>This includes being a central repository for people information at CDC, tracking and controlling staff access to CDC resources, used for in and out processing of the CDC workforce, work details, and transfers. Navigator will also be used for accessing and managing emergency points of contacts, designating furlough status, and the processing of NACI and/or security clearance information.</p> <p>This system serves as the primary Directory at CDC housing human resource information on all people having access to CDC facilities and resources, including Federal Full-time Employees (FTE), non-CDC employees, and CDC Contractor personnel.</p> <p>Navigator is a CDC internal application that may only be accessed by locally authenticated organizational users. The system's authentication utilizes the CDC network's Active Directory (AD).</p>
PTA - 10:	Does the website have a posted privacy notice?	Yes
PTA - 11:	Does the website contain links to non-federal government websites external to HHS?	No
PTA - 11A:	Is a disclaimer notice provided to users that follow external links to websites not owned or operated by HHS?	
PTA - 12:	Does the website use web measurement and customization technology?	Yes
PTA - 12A:	Select the type(s) of website measurement and customization technologies in use and if it is used to collect PII.	Session Cookies - Does Not Collect PII
PTA - 13:	Does the website have any information or pages directed at children under the age of thirteen?	No
PTA - 13A:	Does the website collect PII from children under the age thirteen?	
PTA - 13B:	Is there a unique privacy policy for the website and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 14:	Does the system have a mobile application?	No
PTA - 14A:	Is the mobile application HHS developed and managed or a third-party application?	

PTA - 15:	Describe the purpose of the mobile application, who has access to it, and how users access it. Please address each element in your response.	
PTA - 16:	Does the mobile application/ have a privacy notice?	
PTA - 17:	Does the mobile application contain links to non-federal government websites external to HHS?	
PTA - 17A:	Is a disclaimer notice provided to users that follow external links to resources not owned or operated by HHS?	
PTA - 18:	Does the mobile application use measurement and customization technology?	
PTA - 18A:	Describe the type(s) of measurement and customization technologies or techniques in use and what information is collected.	
PTA - 19:	Does the mobile application have any information or pages directed at children under the age of thirteen?	
PTA - 19A:	Does the mobile application collect PII from children under the age thirteen?	
PTA - 19B:	Is there a unique privacy policy for the mobile application and does the unique privacy policy address the process for obtaining parental consent if any information is collected?	
PTA - 20:	Is there a third-party website or application (TPWA) associated with the system?	No
PTA - 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

PIA

PIA

PIA - 1:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	<ul style="list-style-type: none"> Social Security Number Name Email Address Phone numbers Education Records Military Status Foreign Activities Taxpayer ID Date of Birth Photographic Identifiers Mailing Address Legal Documents Employment Status Passport Number Driver License Number Other - Free text Field - Professional and Personal Contact Information; Self-identified skills, experience, training and other credentials; Supervisors
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PIA - 2:	Indicate the categories of individuals about whom PII is collected, maintained or shared.	Business Partners/Contacts (Federal, state, local agencies) Employees/ HHS Direct Contractors Vendors/Suppliers/Third-Party Contractors (Contractors other than HHS Direct Contractors)
PIA - 3:	Indicate the approximate number of individuals whose PII is maintained in the system.	Above 2000
PIA - 4:	For what primary purpose is the PII used?	PII is collected to maintain and centrally store contact and profile information for CDC's workforce.
PIA - 5:	Describe any secondary uses for which the PII will be used (e.g. testing, training or research).	PII is used to support CDC's resource management/business service functions.
PIA - 6:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID.	Navigator accepts SSN input from the user to properly identify and link to all corresponding user accounts. The information is used by human resource, personnel security, financial and travel systems.
PIA - 6A:	Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID.	E.O. 9397, as amended by 13478, 9830, and 12107
PIA - 7:	Identify legal authorities governing information use and disclosure specific to the system and program.	5 U.S.C 102, 2951, 3301, 3372, 4118, 8347, and Executive orders 9397, as amended by 13478, 9830, and 12107
PIA - 8:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA - 8A:	Please specify which PII data elements are used to retrieve records.	The following PII data elements are used to retrieve records: Social Security Number (SSN) and User ID.
PIA - 8B:	Provide the number, title, and URL of the Privacy Act System of Records Notice (SORN) that is being used to cover the system or indicate whether a new or revised SORN is in development.	OPM/GOVT-1, General Personnel Records
PIA - 9:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains In-person Hard Copy Mail/Fax Online Government Sources Within the OPDIV
PIA - 10:	Is there an Office of Management and Budget (OMB) information collection approval number?	No
PIA - 10A:	Provide the information collection approval number.	
PIA - 10B:	Identify the OMB information collection approval number expiration date.	
PIA - 10C:	Explain why an OMB information collection approval number is not required.	N/A, this system does not collect information from the public.
PIA - 11:	Is the PII shared with other organizations outside the system's Operating Division?	No
PIA - 11A:	Identify with whom the PII is shared or disclosed.	

PIA - 11B:	Please provide the purpose(s) for the disclosures described in PIA - 11A.	
PIA - 11C:	List any agreements in place that authorizes the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	
PIA - 11D:	Describe process and procedures for logging/tracking/accounting for the sharing and/or disclosing of PII. If no process or procedures are in place, please explain why not.	
PIA - 12:	Is the submission of PII by individuals voluntary or mandatory?	Voluntary
PIA - 12A:	If PII submission is mandatory, provide the specific legal requirement that requires individuals to provide information or face potential civil or criminal penalties.	
PIA - 13:	Describe the method for notifying individuals that their information will be collected and how they can opt-out of the collection or use of their PII. If there is no option to object to the information collection, provide a reason.	Individuals provide PII as a condition of employment to the CDC. Individuals can only opt-out of PII collection by not accepting employment at the CDC. Users consent to provide their information when they voluntarily register online with Navigator.
PIA - 14:	Describe the process to notify and obtain consent from the individuals whose PII is in the system when major changes occur to the system (e.g., disclosure and/or data uses have changed since the notice at the time of original collection). Alternatively, describe why they cannot be notified or have their consent obtained.	A CDC-wide announcement would be made through a newsletter and supervisor briefings. Users are also notified via a general Office of Director announcement when changes occur in the system.
PIA - 15:	Describe the process in place to resolve an individual's concerns when they believe their PII has been inappropriately obtained, used, or disclosed, or that the PII is inaccurate. If no process exists, explain why not.	If individuals believe their PII has been inappropriately obtained, used, or disclosed, they may contact Cybersecurity Program Office (CSPO) directly with any concerns regarding their PII. Individuals can also contact the Help Desk via phone or email listed in the 'Help' section of Navigator. The Help-desk phone number is 404-639-7500, and the Helpdesk email address is magichelp@cdc.gov.
PIA - 16:	Describe the process in place for periodic reviews of PII contained in the system to ensure the data's integrity, availability, accuracy and relevancy. Please address each element in your response. If no processes are in place, explain why not.	Administrators review Navigator records on an ongoing basis for accuracy. These records are reviewed and user is asked to update and correct information annually.
PIA - 17:	Identify who will have access to the PII in the system.	Users Administrators
PIA - 17A:	Select the type of contractor.	
PIA - 17B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	
PIA - 18:	Provide the reason why each of the groups identified in PIA - 17 needs access to PII.	Users: Only their own information so that they can update the information and ensure its accuracy. Administrators: Perform managerial and supervisory activities for personnel.

PIA - 19:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Navigator uses role-based access controls to authorize system users access to PII. These roles limit the user's functionality to only that which is required to perform their job. Roles are granted by CDC supervisory personnel.
PIA - 20:	Describe the technical methods in place to allow those with access to PII to only access the minimum amount of information necessary to perform their job.	Navigator uses Front-end Access Method (FAME) to manage user access to PII and data elements. FAME is used to establish roles that limit access to Navigator reports to only those reports that are required for the user to perform their job. The roles determine what data types are available to a user. FAME also uses exceptions to limit the scope of the record sets that are returned to the user based on administrative codes (identifiers for specific CDC organizational units). FAME is a separate system covered by a separate PIA.
PIA - 21:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) using the system to make them aware of their responsibilities for protecting the information being collected and maintained.	All CDC users undergo mandatory annual Security and Privacy Awareness Training (SAT). In addition, users undergo CDC Records Management Training and Role Base Training (RBT) to maintain their CDC network account and access to Navigator.
PIA - 22:	Describe the training system users receive (above and beyond general security and privacy awareness training).	Additional training is provided based upon the user's position and as determined by their office or center. These positions include background investigators, security and safety and human resources.
PIA - 23:	Describe the process and guidelines in place with regard to the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	The PII is maintained in the centralized, employee database and remains available until at least 7 years after the employee leaves the CDC or as long as needed. GRS 5.2.020 Intermediary. Temporary. Destroy upon verification of successful creation of the final document or file, or when no longer needed for business use, whichever is later.
PIA - 24:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	Administrative: Records are maintained according with CDC's record control schedule and record control policy. In addition, the application follows GRS 5.2.020. Technical: Monitored by the Network and IT security controls which is administered by CSPO and Digital Services Office (DSO). The PII is secured using the CDC Active Directory authentication process and Role Based Access Control. Physical: Properties and buildings are protected by security guards. Access to grounds and building is controlled by ID badges and key card restrictions. There are sprinklers, fire alarms, and other physical security procedures in place.

Review & Comments

Privacy Analyst Review

OpDiv Privacy Analyst Review Status:	Approved	Privacy Analyst Review Date:	3/25/2024
Privacy Analyst Comments:	OpDiv Privacy Analyst: Joshua Mosios Status: Approved Date: March 25, 2024 Subject to SOP re-review	Privacy Analyst Days Open:	

SOP Review

SOP Review Status:	Approved	SOP Signature:	
SOP Comments:	Issues have been addressed -- Signed by Beverly E. Walker, CDC SOP _____ Please revisit (again) Q8A-- See my comments and revise accordingly. Reach out with questions.	SOP Review Date:	3/25/2024
		SOP Days Open:	0

Agency Privacy Analyst Review

Agency Privacy Analyst Review Status:	Approved	Agency Privacy Analyst Review Date:	3/26/2024
Agency Privacy Analyst Review Comments:	Reviewer: Jim Laskowski This PIA is ready for SAOP review and approval.	Agency Privacy Analyst Days Open:	1

SAOP Review

SAOP Review Status:	Approved	SAOP Signature:	Archer Signature_Bridget Guenther.docx
SAOP Comments:		SAOP Review Date:	4/29/2024
		SAOP Days Open:	34

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PIA - 2	Data Feed Service, piafrmc dc	8/22/2023	Vendors was previously included but	

is not here. Is that due to the migration to the cloud?

PIA - 5	Data Feed Service, piafrmc dc 8/22/2023	Previously, PII was listed as used secondarily for resource management and service functions. The primary purpose is bigger in scope than previously. Can you confirm that this is related?
PIA - 7	Data Feed Service, piafrmc dc 8/22/2023	How does 5 USC 102 (military departments) apply?
PIA - 24	Data Feed Service, piafrmc dc 8/22/2023	Although Active Directory was included in the previously approved answer for "administrative", it is better suited for "technical" Please limit reference to specific encryption tools and instead use general terms as is done later in the same sentence.
PIA - 8A	Data Feed Service, piafrmc dc 9/28/2023	Non-responsive. Retrieval does not refer to backend, but rather how a user would retrieve an individual's record if searching: For instance, if I was looking for Sally Jones' record, would the record be retrieved by using her name? SSN? etc. Approach this question from the perspective of an employee who might be searching Navigator for their own information or another CDC employee.
PIA - 8B	Data Feed Service, piafrmc dc 9/28/2023	Delete 09-90-0018. Note the following: 09-90-0018 Personnel Records in Operating Offices <i>[rescinded 2016; see instead OPM/GOVT-1]</i> . Also be sure to include all SORNs that are applicable to the components.
PIA - 21	Data Feed Service, piafrmc dc 10/2/2023	Although previously approved, as written, your statement indicates that all users of Navigator undergo Role Based Training. if this is not the case, you should edit accordingly.
PIA - 8A	Data Feed Service, piafrmc dc 3/25/2024	This is still unresponsive. You answered in Q8 that records are in fact retrieved by a direct identifier. This question is simply asking that you identify the direct identifier that is used? As an example, is the search accomplished by name? SSN? UID? Simply state here what direct identifier would I use to search for someone? That's all that is needed

here -- anything beyond that in the rest of your response is unnecessary and nonresponsive.

PIA - 1

LASKOWSKI, JAMES

3/26/2024

In the next iteration of the PTA, please spell out NACI in PTA-9.

Admin Section

Is OpDiv Privacy Analyst Approved ?:	1	Is OpDiv Privacy Analyst Return ? :	0
		Is SOP Return ?:	0
Is Agency Privacy Analyst Approve ?:	1	Is Agency Privacy Analyst Return ?:	0
Is SAOP Approved?:	1	Is SAOP Return ?:	0
Total Approved:	4	Total Return:	0
Total Approval Required:	4		

Miscellaneous Fields

Last Updated: 4/29/2024 8:01 PM

History Log:

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