PTA / PIA: FDA - RSVP - QTR2 - 2025 - FDA4928178

Created Date: 5/30/2025 8:37 PM Last Updated: 6/24/2025 4:45 PM

General Information

PTA / PIA Name:	FDA - RSVP - QTR2 - 2025 - FDA4928178	**PTA / PIA ID:**	3250127
Component Name:	FDA - HFP Resource Reporting System Via Project	**ATO Boundary Name:**	CBER Office of Regulatory Operations
Overall Status:	Complete	**# of Days - Open:**	33
Submitter:		**Submit Date:**	5/30/2025
Next Assessment Date:	N/A	**Expiration Date:**	1/1/2100
Office:		**OpDiv:**	FDA
Security Categorization:	Moderate		
Make PIA available to Public?:	No	**PIA Required:**	Yes

General 01:	Identify the Enterprise Performance Lifecycle Phase of the system.	Operations and Maintenance
General 02:	Is this a FISMA-Reportable system?	No
General 03:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?	No
General 04:	ATO Date or Planned ATO Date.	10/1/2020
General 05:	Is the system or electronic information collection, agency or contractor operated?	Agency
History Log:	View History Log	

Privacy Threshold Analysis

Privacy Threshold Analysis

PTA 01:	Point of Contact (POC) Name	Carrol Burgundy
PTA 01A:	POC Title and Organization	Govt Info Specialist, HFP/FDA
PTA 01B:	POC Email Address	carrol.burgundy@fda.gov
PTA 01C:	POC Phone Number	240-402-2158
PTA 02:	Indicate the following reason(s) for this PTA. Choose from the following options.	PIA Validation (PIA Refresh)

PTA 02A:	Describe in further detail any changes to the system that have occurred since the last PIA.	FDA has made no changes to this [system/component/information collection] since the last Privacy Threshold Analysis/Privacy Impact Assessment was approved.
PTA 03:	Is the data contained in the system owned by the agency or contractor?	Agency
PTA 04:	Please give a brief overview of the purpose of the system by describing what the functions of the system are and how the system carries out those functions in support of HHS.	Resource reporting System Via Project (RSVP) is a user-friendly time reporting system that tracks the amount of time employees spend on projects and activities (data concerning personnel resources planned and expended to support the business processes of HFP offices and divisions). This information is used to enhance resource alignment (human capital) to address the most pressing public health risks. Additionally, the information is used to provide resource usage reports to the White House, Congress, Office of Management and Budget (OMB), Department of Health and Human Services (HHS), and other oversight authorities. The purpose of the system is to track the amount of time employees spend on projects and activities. This information is used to align HFP's resources (human and capital) more effectively to address the most pressing public health risks. Additionally, the information is used to report to the Administration, Congress, OMB, HHS, and other stakeholders how resources are being used. The system collects information/data that supports the business processes of HFP offices/divisions. The system collects business contact information, which is considered PII. Users can track time against specific project and activity codes, and the data is used for budgetary planning and user fee reclamation. Depending on privileges, users can enter time, enter proxy time for others, and run reports. The data captured by RSVP allows HFP to respond quickly to congressional inquiries regarding the level of effort expended on a certain activities and programs, accounts for its resources, develop long term strategies for implementing HFP's mission and reallocate resources too efficiently and effectively accomplish its mission. RSVP users include all HFP employees, including Commission Corps paid by FDA, as all are required to report their time in RSVP. Contractors and ORISE fellows do not use RSVP (their RSVP code is assigned on their contract/IAG by their Project Manager). RSVP collects the following PII information: (a) names of FDA employees and business partners/contacts; (b) work e-mail addresses; (c) telephone numbers and (d) mailing addresses. The PII data is not shared with any other system or organization. RSVP also collects the following non-PII data: (a) Planning and Budgeting.

PTA 05:	List and/or describe all the types of information that are collected, maintained, and/or shared by the system regardless of whether that information is PII and how long that information is stored.	All HFP employees, including Commission Corps personnel paid by FDA, are required to report their time in RSVP. RSVP also collects the following non-PII or potential PII: job title, project codes, FDA center and user role type. RSVP collects and maintains the following types of information: (a) Personally Identifiable Information (PII) - first and last name, fax number, business contact information including work e-mail addresses, telephone numbers, and mailing addresses. (b) Planning and Budgeting - Budget Formulation RSVP is Single Sign On (SSO), and PIV enabled. The system has implemented a multifactor authentication via alternate PIV cards for network access to privileged accounts. The FDA uniquely identifies and authenticates organizational users. For PIV authenticated system, PIV credentials are based on user's certification which are also unique
PTA 05A:	Are user credentials used to access the system?	Yes
PTA 05B:	Please identify the type of user credentials used to access the system.	HHS User Credentials HHS/OpDiv PIV Card

PTA 06:	Describe why each type of information is collected, maintained, and/or shared by the system. Specify what information is collected about each category of individual.	RSVP system collects business contact information, which is considered PII. RSVP collects the following PII information: (a) names of FDA employees and business partners/contacts; (b) work e-mail addresses; (c) telephone numbers and (d) mailing addresses. The PII data is not shared with any other system or organization. RSVP also collects the following non-PII data: (a) Planning and Budgeting. RSVP is Single Sign On (SSO) and PIV enabled. The system has implemented a multifactor authentication via alternate PIV cards for network access to privileged accounts. The FDA uniquely identifies and authenticates organizational users. For PIV authenticated system, PIV credentials are based on user's certification which are also unique. The application supports over 1200 users and is accessed only through the HFP Intranet. The application is managed by HFP's Office of Information Technology. FDA also uses RSVP in responding to Congressional inquiries. RSVP supports the FDA requirements to report on resource allocation across various projects. It allows the FDA to appropriately allocate resources to support its mandates and track their progress. FDA employees and direct contractors who access or use these applications do not use any personal identifiers to retrieve records held in Admin Applications.
PTA 07:	Does the system collect, maintain, use, or share PII?	Yes
PTA 08:	Does the system include a website or online application?	Yes
PTA 08A:	Provide the URL(s).	https://hfpappinternal.fda.gov/scripts/RSVP/
PTA 08B:	Are any of the website or online applications accessible by the public (including publicly accessible log in pages)?	No
PTA 09:	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.	The purpose of the website is to track the amount of time employees spend on projects and activities. It is a user-friendly time reporting system that provides data concerning personnel resources planned and expended to support the business processes of HFP's offices and divisions. The following categories of individuals have access to the website: All HFP employees, including Commission Corps paid by FDA, are required to report their time in RSVP. Users access the website via (public URL, Login, etc.): Users access the website via an Intranet URL, that is not accessible by the public. Note: Contractors and ORISE fellows do not use RSVP (their RSVP code is assigned on their contract/IAG by their Project Manager).

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 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 Persistent 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 14:	Does the system have a mobile application?	No
PTA 20:	Are any third-party websites or applications (TPWA) associated with the system?	No
PTA 21:	Does this system use artificial intelligence (AI) tools or technologies?	No

Privacy Impact Assessment

Privacy Impact Assessment

PIA 22:	Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.	Biographical Information Name Employment Status/History Contact Information Email Address (Business) Phone Numbers (Business)
PIA 23:	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	Employees/HHS Direct Contractors
PIA 24:	Indicate the approximate number of individuals whose PII is maintained in the system.	500 – 4,999
PIA 25:	For what primary purpose is the PII used?	The primary purpose of using PII in the system is to provide time reporting and data concerning personnel resources planned and disbursed to support the business processes of HFP offices and divisions.
PIA 26:	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	The FDA makes no secondary use of the PII.
PIA 28:	Identify legal authorities, governing information use and disclosure specific to the system and program.	The legal authorities that govern information use and disclosures specific to the system and program are: 5 U.S.C. 301, Federal Information Processing Standards (FIPS) 199 and NIST SP 800-60 Rev. 5.
PIA 29:	Are records in the system retrieved by one or more PII data elements?	No
PIA 30:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains Email Online Government Sources Within the OPDIV
PIA 31:	Is there an Office of Management and Budget (OMB) information collection approval number?	No

PIA 31B:	Explain why an OMB information collection approval number is not required.	Not applicable.
PIA 32:	Is the PII in the system shared directly with other organizations outside the system's Operating Division?	No
PIA 33:	Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?	Voluntary
PIA 34:	Describe the method in place to notify and obtain consent from individuals whose PII will be collected. If no prior notice is given or consent cannot be obtained, explain why.	Voluntary submission.
PIA 35:	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). If they cannot be notified or have their consent obtained, explain why.	If FDA changes its practices with regard to the collection or handling of PII related to the website, the Agency will adopt measures to provide any required notice and obtain consent from individuals regarding the collection and/or use of PII. This may include email to individuals, adding or updating online notices or forms, or other available means to inform the individual.
PIA 36:	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.	Individuals who suspect their PII has been inappropriately obtained, used or disclosed in any FDA system have many avenues available for assistance. These individuals may contact FDA offices, including the Privacy Office, the Employee Resource and Information Center (ERIC-employees or Direct Contractors only), the Cybersecurity and Infrastructure Operations Coordination Center (CIOCC) and other agency offices, via email, phone and standard mail avenues (all listed on fda.gov and the FDA intranet). In the event of a suspected incident or data breach, FDA personnel must report without delay to FDA's Cybersecurity and Infrastructure Operations and Coordination Center (CIOCC).
PIA 37:	Describe the process in place for periodic reviews of the system to ensure the integrity, availability, accuracy, and relevancy of the PII in the system. Please address each element in your response. If no processes are in place, explain why not.	The agency reviews PII during the approval and certification process. Availability, relevancy, accuracy, and integrity of PII about FDA employees is addressed at the source system, EASE, where reviews and controls are applied pursuant to security and privacy assessments of that system as well as under organizational business practices.
PIA 38:	Identify who will have access to the PII in the system.	Users Administrators Developers Contractors
PIA 38A:	Select the type of contractor.	HHS/OpDiv Direct Contractors
PIA 38B:	Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?	Yes

PIA 39:	Provide the reason why each of the groups identified in 38 needs access to PII.	Users: Update and review submissions, timecard and report generation and to update business processes. Administrators: Monitor the system, manage users and control system access. Developers: For developing and testing new software releases and troubleshooting errors. Some of the developers are Direct Contractors. Contractors: Direct contractors who perform administrative, development, testing, and maintenance purpose.
PIA 40:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	Users who require access to the PII in the system need to have supervisor approval before access is granted. There are two ways to request access to the applications: the user emails the business owner/IT Technical Lead or submits a request online through the 'Request Access' application option. The users' supervisor will indicate on the account creation form the minimum information system access that is required for the user to complete his/her job. The agency reviews the access list for the information system on a quarterly basis. During this process users' access permissions are reviewed/adjusted, and unneeded accounts are purged from the system
PIA 41:	Describe the technical methods in place to allow those with access to PII to access only the minimum amount of information necessary to perform their job.	For RSVP, employee (user) access is restricted to the employee's own pay period totals to allocate hours to specific projects. The administrator's supervisor indicates on the account creation form the minimum system access that is required for the user to complete his/her job. Role based security controls ensure that each user role is appropriately assigned at the individual level in accordance with an individual user's need-to-know and least-access-privileges in regard to official duties such that each user sees/accesses only that data that is essential to complete his/her job. The agency reviews the access list for the information system on a quarterly basis. During this process users' access permissions are reviewed/adjusted, and unneeded accounts are purged from the system.
PIA 42:	Identify the general security and privacy awareness training provided to system users (system owners, managers, operators, contractors and/or program managers) to make them aware of their responsibilities for protecting the information being collected and maintained.	All FDA personnel and direct contractors collected in the system are required to take mandatory FDA security and privacy awareness training at least annually. HFP Privacy Team, also provide periodic privacy awareness training.

PIA 43:	Describe the training system users receive above and beyond general security and privacy awareness training.	RSVP have an online help guide that is available from within the application and users may email questions to the system administrator.
PIA 44:	Describe the process and guidelines in place for the retention and destruction of PII. Cite specific National Archives and Records Administration (NARA) records retention schedule(s) and include the retention period(s).	RSVP adheres to Records Schedule numbered File Code 9314 Time and Attendance Records: GRS 2.4 DAA-GRS-2016-0015-0003: Temporary. Media Neutral. Destroy after GAO audit or when 3 years old, whichever is sooner. Therefore, PII records are reviewed during the periodic User Access Review process and retained or destroyed when no longer needed for business use.
PIA 45:	Describe how the PII will be secured in the system using administrative, technical, and physical controls. Please address each element in your response.	Administrative safeguards include user training on PII and implementation of Need to Know and Minimum Necessary principles when awarding access. Technical Safeguards include the use of two-factor access authentication, device disk encryption, firewalls, virtual private network (VPN) and network monitoring and intrusion detection tools. Physical controls include the location of all system servers located at FDA facilities protected by guards, locked facility doors, and climate controls. Other appropriate controls have been selected from the National Institute of Standards and Technology's (NIST's) Special Publication 800-53, as determined using Federal Information Processing Standard (FIPS) 199.

Review and Comments

OpDiv Privacy Analyst Review

Privacy Analyst Review Decision:	Approved	**Privacy Analyst Review Date:**	5/30/2025
Privacy Analyst Review Comments:		**# of Days - PA Review:**	0

SOP Review

SOP Review Decision:	Approved	**SOP Review Date:**	5/30/2025
SOP Review Comments:		**# of Days - SOP Review:**	0

Agency Privacy Analyst Review

Agency Privacy Analyst Review Decision:	Approved	**Agency Privacy Analyst Review Date:**	6/5/2025
Agency Privacy Analyst Review Comments:	Reviewer: Shanai Shobowale 6/5/2025 This PIA is ready for SAOP review and approval.	**# of Days - APA Review:**	6

SAOP Review

SAOP Review Decision:	Approved	**SAOP Review Date:**	6/24/2025
SAOP Review Comments:		**# of Days - SAOP Review:**	19

SAOP Signature

Date	User	Type	Name	Original Value	New Value
6/24/2025 3:14 PM	GUENTHER, BRIDGET	Signature	SAOP (Email PIN)		Content Signed

Supporting Document(s)

Name	Size	Type	Upload Date	Downloads
No Records Found				

Comments

Question Name	Submitter	Date	Comment	Attachment
PTA 01	BLAND, CRYSTAL	6/3/2025	Per FDA's Email: The PIA is experiencing an Archer error with Question #3 of the general information (Q-3 “Does the system have or is it covered by a Security Authorization to Operate (ATO)?” The FDA instance of Archer is automatically entering the answer “No,” which is incorrect. **The ATO date is 10/1/2020.** At this time, we are unable to update Archer to reflect the correct answer “Yes.”	5-30-2025 EMAIL_HFP Resource Reporting System Via Project (FDA - RSVP - QTR2 - 2025 - FDA4928178).pdf HFP Resource Reporting System Via Project PIA SOP Review.pdf