

General Information

PTA / PIA Name:	OS - AFPS - QTR3 - 2025 - OS3115452	PTA / PIA ID:	4145826
Component Name:	OS - OS - OS - Accounting for Pay System	ATO Boundary Name:	Accounting for Pay System
Overall Status:	Complete 	# of Days - Open:	121
Submitter:		Submit Date:	1/9/2026
Next Assessment Date:	01/22/2029	Expiration Date:	1/22/2029
Office:		OpDiv:	OS
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?		Yes
General 03:	Does the system have or is it covered by a Security Authorization to Operate (ATO)?		Yes
General 04:	ATO Date or Planned ATO Date.		6/7/2024
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	Mohammad Rahim
PTA 01A:	POC Title and Organization	Information System Security Officer (ISSO), U.S. Department of Health and Human Services (HHS)/Office of the Secretary (OS)/Office of the Chief Information Officer (OCIO)
PTA 01B:	POC Email Address	Mohammad.Rahim@hhs.gov
PTA 01C:	POC Phone Number	(202) 836-2674
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.	The Accounting for Pay System (AFPS) has implemented multi-factor authentication (MFA) since the PTA/PIA was last finalized.
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.	AFPS is a major application that provides a systematic interface of the payroll accounting information necessary to account for disbursements, expenditures, obligations, and accruals for personnel costs. This interface results in the production of accounting transactions and expenditure control reports to accomplish accounting requirements and payroll reconciliation for civilian and United States Public Health Service (USPHS) Commissioned Corps employees. AFPS is an intermediary system that receives files from the Defense Finance and Accounting Service (DFAS) and Lyceum. AFPS updates the Department's financial systems: the Unified Financial Management System (UFMS), the National Institutes of Health (NIH) Business System (NBS), and the Healthcare Integrated General Ledger Accounting System (HIGLAS) with payroll accounting transactions, and offers such features as labor distribution, Common Accounting Number (CAN) corrections, CAN adjustments, automated Statement of Transactions (SF-224) report preparation, and a Pay and Benefits History file. AFPS functions include: Service Delivery Support - Provides the systematic interface of the payroll accounting information necessary to account for disbursements, expenditures, obligations, and accruals for personnel costs. AFPS supports its customers in the production of accounting transactions and expenditure control reports to accomplish accounting requirements and payroll reconciliation. Government Resource Management Updates - Provides updates to UFMS, NIH NBS, and HIGLAS payroll accounting transactions, and offers such features as labor distribution, CAN corrections, CAN adjustments, automated SF-224 report preparation, and a Pay and Benefits History file.
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.	The information collected, maintained, and/or disseminated by AFPS includes HHS employee level payroll related information. This includes name, truncated Social Security number (SSN), financial account information, work email address, user identification (ID), taxpayer ID number (TIN), date of birth (DOB), employment status, and military status. This information is stored for six (6) years, longer retention is authorized if required for business use.
PTA 05A:	Are user credentials used to access the system?	Yes, but the user credentials are maintained in a separate system (e.g., AD, AMS) and not collected or maintained by this system.

PTA 05C:	Please identify the system that maintains the user credentials or controls access to this system.	The system providing credentials is the HHS Access Management System (AMS).
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.	AFPS collects and maintains the following types of information as defined by National Institutes of Standards and Technology (NIST) Special Publication (SP) 800-60 Volume II Revision 1: (C.2.8.8) Income Information - Includes all the wages, self-employment earnings, savings data and other financial resources information that is needed to help determine the amount of Retirement, Survivor, or Disability benefits that individuals may be entitled to receive or not receive from the Supplementary Security Income or Retirement, Survivors, Disability Insurance (RSDI) Title II Programs. (C.2.8.9) Personal Identity and Authentication Information - Includes that information necessary to ensure that all persons who are potentially entitled to receive any federal benefit are enumerated and identified so that Federal agencies can have reasonable assurance that they are paying or communicating with the right individuals. (C.3.3.4) Compensation Management - Designs, develops, and implements compensation programs that attract, retain, and fairly compensate agency employees. The Personally Identifiable Information (PII) within AFPS is provided by the HHS payroll systems, both civilian and USPHS Commissioned Corps, as well as DFAS and Lyceum. The information is utilized to support payroll accounting for civilian and USPHS Commission Corps employees. The information captured is utilized for regular report submissions to the Department's financial systems: UFMS, NBS, and HIGLAS.
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://ams.hhs.gov/amsLogin/SimpleLogin.jsp)
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.	AFPS is a web-based application, only accessible to HHS Intranet users. Users access the application to perform payroll accounting transactions such as: labor distribution, CAN corrections, CAN adjustments, automated SF-224 report preparation, and a Pay and Benefits History file. The Payroll Accounting process is organized into the following sub-processes: Civilian Payroll Accounting - Includes reconciliation of control reports within AFPS, payroll charges to the suspense account, payroll accrual, leave accrual, a CAN sync process (AFPS receiving files from the agencies and loading them into the AFPS-batch process.), the CAN correction process, quarters & sustenance, and payment of withholdings. USPHS Commissioned Corps Payroll Accounting - Includes payroll accrual, leave accrual, and payment of withholdings. Once payroll has been computed and disbursed, the Payroll Accounting process details the steps taken to reconcile and convert raw payroll data into the necessary file formats needed for producing the SF-224 report and posting. After the required payroll information is processed, the users can perform various transactions like post labor distribution, redistribution, CAN corrections, CAN adjustments, etc. via the AFPS web front end, which is composed of a series of Oracle forms and reporting files.
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.	Web bug/beacons- Does Not 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.	Identifying Numbers Social Security Number Truncated SSN Taxpayer ID Number (TIN) Financial Account Information (e.g., account numbers, credit card numbers) Biographical Information Name Date of Birth User Credentials Employment Status/History Military Status/History Contact Information Email Address (Business)
PIA 23:	Indicate the categories of individuals about whom PII is collected, maintained, or shared.	Employees/HHS Direct Contractors Vendors/Suppliers/Third-Party Contractors (Contractors other than HHS Direct Contractors)
PIA 24:	Indicate the approximate number of individuals whose PII is maintained in the system.	50,000 – 99,999
PIA 25:	For what primary purpose is the PII used?	The primary purpose of the personally identifiable information (PII) processed within the Accounting for Pay System (AFPS) is to permit the requisite payroll accounting practices, including summarizing and detailing accounting and financial transactions that are posted to the Department’s financial general ledgers for reporting purposes. Operating Divisions (OpDivs) and Staff Divisions (StaffDivs) utilize AFPS financial data for budgetary and programmatic reporting requirements. The information is shared with the OpDiv and StaffDiv accounting, budget, and administrative offices to facilitate payroll functions. AFPS is periodically reviewed for compliance with current regulations and standards.
PIA 26:	Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).	N/A
PIA 27:	Describe the function of the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses include that in your response.	The truncated Social Security number (SSN)/taxpayer ID number (TIN) is utilized to ensure that all persons who are potentially entitled to receive federal benefits are enumerated and uniquely identified so that agencies have reasonable assurance that they are paying or communicating with the correct individual. The truncated SSN/TIN also helps determine the benefits that individuals may or may not be entitled to receive from the Retirement, Survivors, and Disability Insurance (RSDI) Title II program, or the Supplemental Security Income (SSI) Title XVI program.

PIA 27A:

Cite the legal authority to use the SSN, Truncated SSN, and/or Taxpayer ID. If the Taxpayer IDs collected are only for businesses, you may respond N/A.

AFPS is a subsystem to the Department's financial systems: the Unified Financial Management System (UFMS), the National Institutes of Health (NIH) NIH Business System (NBS), and the Healthcare Integrated General Ledger Accounting System (HIGLAS). AFPS operates under the umbrella of their authority to ensure compliance with the Federal Managers' Financial Integrity Act (FMFIA) of 1982, U.S. Government Accountability Office (GAO) Standards for Internal Control in the Federal Government (Green Book), and Office of Management and Budget (OMB) Circular A123 - Appendices A-D.

The collection of PII necessary for operating AFPS is also permitted under Title 5 United States Code (U.S.C.) - Government Organization and Employees, Chapter 55-Pay Administration; Title 5 U.S.C., Chapter 63-Leave (as denoted within System of Records Notice [SORN] 09-40-0010); Budget and Accounting Act of 1950 (Pub. L. 81-784); Debt Collection Act of 1982 (Pub. L. 97-365); Debt Collection Improvement Act of 1996 (Pub. L. 104-134, sec. 31001) (as denoted within SORN 09-90-0024); Title 5 U.S.C. 1302, 3109, 3301, 3302, 3304, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, and 5533, and Executive Order (EO) 9397 (as denoted within SORN Office of Personnel Management [OPM]/GOVT-5); Title 5 U.S.C., Chapter 71; The Public Health Service Act (PHS Act) Title 42 U.S.C. - The Public Health and Welfare, Chapter 6A, 202, 217, 218a, 224, 228, 233, and other pertinent sections); portions of Title 10 U.S.C. - Armed Forces, related to the uniformed services; portions of Title 37 U.S.C. - Pay and Allowances of the Uniformed Services, related to pay and allowance for members of the uniformed services; portions of Title 38 U.S.C. - Veterans' Benefits, related to benefits administered by the Department of Veterans Affairs (VA); portions of Title 50 U.S.C. - War and National Defense, related to the selective service obligations and the Servicemembers Civil Relief Act, formerly known as the Soldiers' and Sailors' Civil Relief Act; EO 9397: Numbering System for Federal Accounts Relating to Individual Persons; EO 11140: Delegating Certain Functions of the President Relating to the Public Health Service, which delegates the authority to administer the U.S. Public Health Service (USPHS) Commissioned Corps from the President to the Secretary of the Department of Health and Human Services (HHS); EO 11491: Labor-management relations in the Federal Service; and EO 13764: Amending the Civil Service Rules, which repealed EO 10450: Security Requirements for Government Employment.

PIA 28:	Identify legal authorities, governing information use and disclosure specific to the system and program.	AFPS is a subsystem to the Department's financial systems: the Unified Financial Management System (UFMS), the National Institutes of Health (NIH) NIH Business System (NBS), and the Healthcare Integrated General Ledger Accounting System (HIGLAS). AFPS operates under the umbrella of their authority to ensure compliance with the Federal Managers' Financial Integrity Act (FMFIA) of 1982, U.S. Government Accountability Office (GAO) Standards for Internal Control in the Federal Government (Green Book), and Office of Management and Budget (OMB) Circular A123 - Appendices A-D. The collection of PII necessary for operating AFPS is also permitted under Title 5 United States Code (U.S.C.) - Government Organization and Employees, Chapter 55-Pay Administration; Title 5 U.S.C., Chapter 63-Leave (as denoted within System of Records Notice [SORN] 09-40-0010); Budget and Accounting Act of 1950 (Pub. L. 81-784); Debt Collection Act of 1982 (Pub. L. 97-365); Debt Collection Improvement Act of 1996 (Pub. L. 104-134, sec. 31001) (as denoted within SORN 09-90-0024); Title 5 U.S.C. 1302, 3109, 3301, 3302, 3304, 3305, 3306, 3307, 309, 3313, 3317, 3318, 3319, 3326, 4103, 4723, 5532, and 5533, and Executive Order (EO) 9397 (as denoted within SORN OPM/GOVT-5); Title 5 U.S.C., Chapter 71; The Public Health Service Act (PHS Act) Title 42 U.S.C. - The Public Health and Welfare, Chapter 6A, 202, 217, 218a, 224, 228, 233, and other pertinent sections); portions of Title 10 U.S.C. - Armed Forces, related to the uniformed services; portions of Title 37 U.S.C. - Pay and Allowances of the Uniformed Services, related to pay and allowance for members of the uniformed services; portions of Title 38 U.S.C. - Veterans' Benefits, related to benefits administered by the Department of Veterans Affairs (VA); portions of Title 50 U.S.C. - War and National Defense, related to the selective service obligations and the Servicemembers Civil Relief Act, formerly known as the Soldiers' and Sailors' Civil Relief Act; EO 9397: Numbering System for Federal Accounts Relating to Individual Persons; EO 11140: Delegating Certain Functions of the President Relating to the Public Health Service, which delegates the authority to administer the U.S. Public Health Service (USPHS) Commissioned Corps from the President to the Secretary of the Department of Health and Human Services (HHS); EO 11491: Labor-management relations in the Federal Service; and EO 13764: Amending the Civil Service Rules, which repealed EO 10450: Security Requirements for Government Employment.
PIA 29:	Are records in the system retrieved by one or more PII data elements?	Yes
PIA 29A:	Please specify which PII data elements are used to retrieve records.	Records in AFPS are retrieved utilizing an individual's name, date of birth (DOB), work email address, and truncated SSN.

PIA 29B:	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.	AFPS is covered under the Privacy Act SORNs 09-40-0010 - Pay, Leave and Attendance Records, HHS/PSC/HRS; SORN 09-90-0024 - Financial Transactions of HHS Accounting and Finance Offices; and SORN OPM/GOVT-5 - Recruiting, Examining and Placement Records, replacing SORN 09-90-0006 - Applicants for Employment Records, which has been rescinded.
PIA 30:	Identify the sources of PII in the system.	Directly from an individual about whom the information pertains In-person Hard Copy Mail/Fax Phone Email Government Sources Within the OPDIV Other HHS OPDIV Other Federal Entities
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.	An Office of Management and Budget (OMB) information collection approval number is not required because AFPS does not collect information from the public.
PIA 32:	Is the PII in the system shared directly with other organizations outside the system's Operating Division?	Yes
PIA 32A:	Identify with whom the PII is shared or disclosed.	Other Federal Agency/Agencies Within HHS
PIA 32B:	For each disclosure, name the organizations/systems the system shares PII with and the purpose(s) of the disclosure.	OpDivs and StaffDivs utilize AFPS financial data for budgetary and programmatic reporting requirements. The information is shared with the OpDiv and StaffDiv accounting, budget, and administrative offices to facilitate payroll functions. AFPS is an intermediary system that receives files from the Defense Finance and Accounting Service (DFAS) and Lyceum. AFPS updates the Department's financial systems: the Unified Financial Management System (UFMS), the National Institutes of Health (NIH) Business System (NBS), and the Healthcare Integrated General Ledger Accounting System (HIGLAS) with payroll accounting transactions.
PIA 32C:	List any agreements in place that authorize the information sharing or disclosure (e.g., Computer Matching Agreement (CMA), Memorandum of Understanding (MOU), or Information Sharing Agreement (ISA)).	There is a Memorandum of Understanding (MOU) in place with the HHS Enterprise Human Capital Management System (EHCM).
PIA 32D:	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.	For auditing and accountability procedural purposes, AFPS activities are logged internally. The Program Support Center (PSC) also utilizes Dropbox access request forms to assist with logging, tracking, and accounting of the sharing and/or disclosure of PII.

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.	Individuals are aware of what PII is collected; their information is supplied voluntarily. While individuals may not be aware of the specific, complex business interactions, the use of their PII is essential in the employment agreement between HHS and its employees and is consistent with their expectations. The HHS Office of Human Resources (OHR) deploys the Integrated Time and Attendance System (ITAS) which maintains the original employee data and updates the Defense Finance Accounting System (DFAS), which processes biweekly payroll schedules to the U.S. Department of the Treasury (USDOT). There is a separate Privacy Impact Assessment (PIA) maintained for ITAS. The payroll transaction records are then transmitted from DFAS to AFPS for recording, and the payroll accounting transactions are posted into the HHS financial systems of record.
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.	Standard employee consent for collecting PII is initially obtained during the HHS onboarding process and is in effect during the entire employment period. No major changes are anticipated within AFPS that would affect the collection or use of an individual's PII. If a major change were to occur that would affect the rights and interests of individuals, that change will be communicated via email notification, postal mail relating to the PII collected with an explanation of the system change, and/or updates to the SORN(s). If updated employee consent is necessary, the employee would be asked to accept the change from either an email reply or a signed form collected at the OpDiv level.
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.	To correct inaccurate information within AFPS, individuals can contact PSC, OHR, or their designated Ethics Coordinator (EC), who would then route their concern(s) appropriately. If an individual believes their PII has been inappropriately obtained, used, or disclosed, they can contact their local OpDiv Computer Security Incident Response Team (CSIRT) or the HHS Computer Security Incident Response Center (CSIRC), if they are unable to contact their local CSIRT or Help Desk.
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.	Users classified with an 'Agency User' identification (ID) are responsible for periodic reviews of AFPS PII to ensure the integrity, availability, accuracy, and relevancy of the information. These reviews can be accomplished online or via requested reports.
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 - Requires access to PII for the purpose of facilitating the generation and processing of payroll disbursements, project expenditures, obligations, and accruals for personnel costs; in addition to accounting transactions and expenditure control reports to accomplish accounting requirements and payroll reconciliation for civilian and USPHS Commissioned Corps employees. Administrators - Requires access to PII for the purpose of managing user accounts. Developers - Requires access to PII for the purpose of completing application updates and maintenance.
PIA 40:	Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.	AFPS users that access PII must receive approval from PSC management. Biannual recertification from supervisors is also required. Access to PII is limited to authorized personnel only. Role-based restrictions permit access to information that is required for individuals to perform their job functions.
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.	AFPS users can be classified into five (5) groups. System Manager, Application Programmer, Maintenance User, Application Staff, and Agency User. Each role has varying degrees of privileges and responsibilities related to PII, the system limits access to PII based on their role and responsibility. Access to PII is provided on a need-to-know basis and limited to authorized personnel only.
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.	To ensure awareness of their responsibilities for protecting the information being collected and maintained, system users (system owners, managers, operators, contractors and/or program managers) are required to complete the HHS Cybersecurity Awareness Training, and role-based training if applicable, prior to accessing AFPS and annually thereafter. PSC verifies that mandatory security and privacy awareness training has been successfully completed.

PIA 43:	Describe the training system users receive above and beyond general security and privacy awareness training.	In addition to general security and privacy awareness training, system users (system owners, managers, operators, contractors and/or program managers) are required to read and acknowledge the HHS Rules of Behavior (RoB) for General Users, and the HHS Rules of Behavior (RoB) for Privileged Users if applicable, prior to accessing AFPS and annually thereafter. Records management training and role-based training for system administrators is also required annually. PSC verifies that mandatory training has been successfully completed.
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).	AFPS records are retained in accordance with the following National Archives and Records Administration (NARA) Records Schedule: Chapter 3 (October 19, 2021), Personnel Information. File 310 - Pay and Leave Administration Files: Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related records. Disposition Authority: Temporary, N01-0064-1987-0001, Item 310. Cut off annually, hold 1 year, and retire to records center. Destroy when 5 years old. (N1-64-87-1)
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.	Per National Institute of Standards and Technology (NIST) SP 800-53, Revision 5, PII collected and maintained within AFPS is secured utilizing the following administrative, technical, and physical controls: Administrative Controls: Only authorized personnel have access to PII within AFPS; system administrators monitor user activity. Additional administrative controls include but are not limited to general security and privacy awareness training, supplementary training as required, service-level agreements (SLAs), contractor agreements, and system documentation. Additionally, AFPS is part of American Institute of Certified Public Accountants (AICPA) Statement on Standards for Attestation Engagements Number (No.) 18 (SSAE 18), formerly known as the Statement on Auditing Standards No. 70 (SAS 70), System and Organization Controls (SOC) reporting, which is an independent auditor's attestation on a service organization's internal controls, providing assurance to clients and partners about the security and reliability of services. Additional administrative safeguards are documented in the System Security and Privacy Plan (SSP). Administrative measures utilized to protect and control access to PII are implemented in accordance with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and enforced utilizing the policies and procedures provided by HHS.

Technical Controls: AFPS implements multi-factor authentication (MFA) to control access. The system is configured utilizing the concept of least privilege, enabling individuals to access elements of PII as necessary to accomplish assigned tasks in accordance with organizational mission and business functions. Additional technical controls include but are not limited to firewalls, data encryption, regular offsite backups of data, and logging changes made to the database and/or servers via audit records which identify the date, time, user ID, and any changes that were made. Further technical safeguards are documented in the SSP. Technical measures utilized to protect and control access to PII are implemented in accordance with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and enforced utilizing the policies and procedures provided by HHS.

Physical Controls: AFPS is located within the National Institutes of Health (NIH) Center for Information Technology (CIT). The physical and environmental protection provided by NIH CIT includes but is not limited to security guards, twenty-four (24) hour video surveillance, restricted access to facilities, restricted access to documentation, back-up power equipment, heating, ventilation, and air conditioning (HVAC) systems, and fire suppression equipment. Additional physical safeguards are documented in the SSP. Physical security measures utilized to protect and control access to PII and protect facilities from intrusion and environmental hazards are implemented in accordance with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and enforced utilizing the policies and procedures provided by HHS.

Review and Comments			
OpDiv Privacy Analyst Review			
Privacy Analyst Review Decision:	Approved	Privacy Analyst Review Date:	1/12/2026
Privacy Analyst Review Comments:	This PIA is ready for your review. All necessary questions have been answered. Thank you, Jon	# of Days - PA Review:	3

SOP Review			
SOP Review Decision:	Approved	SOP Review Date:	1/13/2026
SOP Review Comments:		# of Days - SOP Review:	1

Agency Privacy Analyst Review			
Agency Privacy Analyst Review Decision:	Approved	Agency Privacy Analyst Review Date:	1/20/2026
Agency Privacy Analyst Review Comments:	Reviewer: Christopher Akhibi 1/20/2026 This PIA is ready for SAOP review and approval.	# of Days - APA Review:	7

SAOP Review					
SAOP Review Decision:		Approved	SAOP Review Date:		1/23/2026
SAOP Review Comments:			# of Days - SAOP Review:		3
SAOP Signature					
Date	User	Type	Name	Original Value	New Value
1/23/2026 12:41 PM	BAUR, VANESSA	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 05A	AKHIBI, CHRISTOPHER	12/30/2025	Better to spell out AD and AMS first time use Active Directory and Access	

Management System (AMS)

PTA 06	AKHIBI, CHRISTOPHER	12/30/2025	Please, remove the embedded HTML code (e.g., , ,) convert text to standard readable paragraphs.
PTA 09	AKHIBI, CHRISTOPHER	12/30/2025	Please, remove the embedded HTML code (e.g., , ,) use standard text.
PIA 27A	AKHIBI, CHRISTOPHER	12/30/2025	(as denoted within SORN OPM/GOVT-5); Spell of OPM out first-time use: Office of Personnel Management. Remove the HTML Tag : </p>
PIA 28	AKHIBI, CHRISTOPHER	12/30/2025	</p> Remove the HTML embedded tag.
PIA 39	AKHIBI, CHRISTOPHER	12/30/2025	</p> Please, remove the HTML embedded tags.
PIA 44	AKHIBI, CHRISTOPHER	12/30/2025	Please, remove the HTML embedded tags, (e.g., br>, :) and the likes
PIA 45	AKHIBI, CHRISTOPHER	12/30/2025	Great job generally Please, remove the embedded HTML tags that possibly came with the copy/paste during the process of completing the PIA. Thank you!
PTA 05A	BLAND, CRYSTAL	1/6/2026	Disregard comment for PTA-5A.
PTA 04	BLAND, CRYSTAL	1/6/2026	</p> Remove the HTML embedded tag.
PTA 05	BLAND, CRYSTAL	1/6/2026	Per PIA-1, please include "Taxpayer ID Number, Date of Birth (DOB), Employment Status, and Military Status" as PII elements collected in your response.
PIA 22	BLAND, CRYSTAL	1/6/2026	Should "Social Security Number (SSN)" be selected as well because throughout the PIA OS doesn't distinguish between truncated SSN or

Taxpayer ID Number?

PIA 29A

BLAND, CRYSTAL

1/6/2026

Can you retrieve records with
truncated SSN or Tax Payer ID
Number?