


| General Information                   |  |   |
|---------------------------------------|--|---|
| <b>PTA / PIA Name:</b>                | OS - FedHR - QTR3 - 2025 - OS3059859   | <b>PTA / PIA ID:</b> 4000343              |
| <b>Component Name:</b>                | OS - FedHR Navigator   | <b>ATO Boundary Name:</b> FedHR Navigator |
| <b>Overall Status:</b>                | Complete  | <b># of Days - Open:</b> 102              |
| <b>Submitter:</b>                     |  | <b>Submit Date:</b> 11/17/2025            |
| <b>Next Assessment Date:</b>          | N/A  | <b>Expiration Date:</b> 1/1/2100          |
| <b>Office:</b>                        |  | <b>OpDiv:</b> OS                          |
| <b>Security Categorization:</b>       | Moderate   |   |
| <b>Make PIA available to Public?:</b> | No   | <b>PIA Required:</b> Yes                  |
| <b>General 01:</b>                    | Identify the Enterprise Performance Lifecycle Phase of the system.                         | Operations and Maintenance                |
| <b>General 02:</b>                    | Is this a FISMA-Reportable system?   | Yes                                       |
| <b>General 03:</b>                    | Does the system have or is it covered by a Security Authorization to Operate (ATO)?        | No  |
| <b>General 04:</b>                    | ATO Date or Planned ATO Date.  | 1/30/2026                                 |
| <b>General 05:</b>                    | Is the system or electronic information collection, agency or contractor operated?         | Contractor                                |
| <b>History Log:</b>                   | <a href="#">View History Log</a>   |   |

| Privacy Threshold Analysis        |   |   |
|-----------------------------------|---|---|
| <b>Privacy Threshold Analysis</b> |   |   |
| <b>PTA 01:</b>                    | Point of Contact (POC) Name   | Olanrewaju Omowale                      |
| <b>PTA 01A:</b>                   | POC Title and Organization  | Information System Security Officer/OIS |
| <b>PTA 01B:</b>                   | POC Email Address   | Olanrewaju.Omowale@hhs.gov              |
| <b>PTA 01C:</b>                   | POC Phone Number  | 3019455554                              |
| <b>PTA 02:</b>                    | Indicate the following reason(s) for this PTA. Choose from the following options. | New                                     |
| <b>PTA 03:</b>                    | Is the data contained in the system owned by the agency or contractor?            | Agency                                  |

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| <b>PTA 04:</b>  | 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.                       | FedHR Navigator provides capabilities that required for Office of Human Resources (OHR) to operate. FedHR Navigator is used to compute Federal retirement benefits, facilitate communication between OHR and the workforce, allow employees to make benefits enrollment changes and other requests to OHR and helps HHS compliance requirements for providing financial literacy education to its employees. FedHR Navigator helps OHR determine whether HHS employees are eligible for retirement and helps facilitate the retirement application process.   |
| <b>PTA 05:</b>  | 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. | <p>Social Security Number</p> <p>Agency ID Number</p> <p>Date of Birth</p> <p>Employee Position Information</p> <p>Employee Home Address</p> <p>EconSys, the vendor, will only delete data upon HHS request. NARA governs the data in question and there are standard lengths of time for purging data, but there can be exceptions.</p>  |
| <b>PTA 05A:</b> | Are user credentials used to access the system?  | Yes   |
| <b>PTA 05B:</b> | Please identify the type of user credentials used to access the system.  | <p>HHS User Credentials</p> <p>HHS/OpDiv PIV Card</p>   |
| <b>PTA 06:</b>  | 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.                                | <p>FedHR Navigator is cloud-based Software as a Service (SaaS) application that OHR relies on to counsel employees, run retirement calculations, and provide reporting to management and outside parties. FedHR Navigator is a self-service tool for Federal employees to help HHS comply with the Thrift Savings Plan Open Elections Act of 2004. FedHR Navigator also helps automate requirements for compliance with the Federal Erroneous Retirement Coverage Corrections Act (FERCCA) 2000. FedHR Navigator helps ensure that employees create complete and accurate retirement application packages and prevents rework for HHS. Date of birth, salary history, and other HR data is required in order to perform retirement calculations. Social security and home address are required on Federal benefits forms.</p> |
| <b>PTA 07:</b>  | Does the system collect, maintain, use, or share PII?  | Yes   |
| <b>PTA 08:</b>  | Does the system include a website or online application?   | Yes   |

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| <b>PTA 08A:</b> | Provide the URL(s).  | <p><b><u>Health and Human Services (HHS) - All employees</u></b></p> <p><a href="https://app.fedhrnavigator.com/client/HHS">https://app.fedhrnavigator.com/client/HHS</a></p> <p><a href="https://piv.fedhrnavigator.com/client/HHS">https://piv.fedhrnavigator.com/client/HHS</a></p> <p><b><u>Office of Human Resources (OHR) - Specialist</u></b></p> <p><a href="https://app.fedhrnavigator.com/client/HHS">https://app.fedhrnavigator.com/client/HHS</a></p> <p><a href="https://piv.fedhrnavigator.com/client/HHS">https://piv.fedhrnavigator.com/client/HHS</a></p>   |
| <b>PTA 08B:</b> | Are any of the website or online applications accessible by the public (including publicly accessible log in pages)?   | Yes  |
| <b>PTA 09:</b>  | 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>FedHR Navigator provides capabilities that required for OHR to operate. FedHR Navigator is used to compute Federal retirement benefits, facilitate communication between OHR and the workforce, allow employees to make benefits enrollment changes and other requests to OHR and helps HHS compliance requirements for providing financial literacy education to its employees. FedHR Navigator helps OHR determine whether HHS employees are eligible for retirement and helps facilitate the retirement application process.</p> <p>Both Health and Human Services (HHS) employees and Office of Human Resources (OHR) specialist use sites based on the use of PIV and those who do not have PIV.</p> |
| <b>PTA 10:</b>  | Does the website have a posted privacy notice?   | Yes  |
| <b>PTA 11:</b>  | Does the website contain links to non-federal government websites external to HHS?   | No   |
| <b>PTA 12:</b>  | Does the website use web measurement and customization technology?   | No   |
| <b>PTA 13:</b>  | Does the website have any information or pages directed at children under the age of thirteen?   | No   |
| <b>PTA 14:</b>  | Does the system have a mobile application?   | No   |
| <b>PTA 20:</b>  | Are any third-party websites or applications (TPWA) associated with the system?  | No   |
| <b>PTA 21:</b>  | Does this system use artificial intelligence (AI) tools or technologies?   | No   |

## Privacy Impact Assessment

### Privacy Impact Assessment

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| <b>PIA 22:</b>  | Indicate the type(s) of personally identifiable information (PII) that the system will collect, maintain, or share.                                       | Identifying Numbers<br>Social Security Number<br>Biographical Information<br>Name<br>Date of Birth<br>User Credentials<br>Mother Maiden Name<br>Certificates (e.g., training certificates)<br>Employment Status/History<br>Contact Information<br>Email Address (Personal)<br>Mailing Address (Personal)<br>Phone Numbers (Personal)<br>Other<br>Other       |
| <b>PIA 22A:</b> | Identify the “other” type(s) of personally identifiable information (PII) not mentioned in the above list.  | Marriage Certificate<br>Case ID  |
| <b>PIA 23:</b>  | Indicate the categories of individuals about whom PII is collected, maintained, or shared.  | Employees/HHS Direct Contractors   |
| <b>PIA 24:</b>  | Indicate the approximate number of individuals whose PII is maintained in the system.   | 50,000 – 99,999  |
| <b>PIA 25:</b>  | For what primary purpose is the PII used?   | The primary purpose PII is used for within FedHR is for federal employees to create complete and accurate retirement application packages. Individual PII information is used to build a complete profile of the individual/federal employee in order to determine retirement eligibility and benefits. User credentials are used to access the application. |
| <b>PIA 26:</b>  | Describe any secondary uses for which the PII will be used (e.g., testing, training, or research).  | There is no secondary use.   |
| <b>PIA 27:</b>  | 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 social security number (SSN) is used to uniquely identify each federal employee, which is a required data element for government wide benefits forms.  |
| <b>PIA 27A:</b> | 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.   | OHR is authorized to request PRIVACY ACT information under 5 U.S.C. Chapter 84. Executive Order 9397 which authorizes the use of the Social Security number used to identify employee accounts.  |

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| <b>PIA 28:</b>  | Identify legal authorities, governing information use and disclosure specific to the system and program.  | The implementation of this system, including activities such as the collection of PII necessary for operating it, are authorized by 5 U.S.C. 301. 42 U.S.C 3502 creates the Office of the Assistant Secretary for Administration (ASA) at HHS, and among the duties delegated to the ASA are oversight of these services, which are necessary to developing and maintaining a workforce. 31 U.S.C. 66a; 5 U.S.C. 5501 et seq., 5525 et seq., 5701 et seq., and 6301 et seq.; Executive Order 9397; Pub. L. 100202, Pub. L. 100440, and Pub. L. 101509 |
| <b>PIA 29:</b>  | Are records in the system retrieved by one or more PII data elements?   | Yes   |
| <b>PIA 29A:</b> | Please specify which PII data elements are used to retrieve records.  | Social Security Number<br><br>Name<br><br>Email<br><br>Case ID  |
| <b>PIA 29B:</b> | 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.               | 09-90-0018 Personnel Records in Operating Offices<br><br>OPM/GOVT-1 General Personnel Records   |
| <b>PIA 30:</b>  | Identify the sources of PII in the system.  | Government Sources<br><br>Within the OPDIV<br><br>Other HHS OPDIV   |
| <b>PIA 31:</b>  | Is there an Office of Management and Budget (OMB) information collection approval number?   | No  |
| <b>PIA 31B:</b> | Explain why an OMB information collection approval number is not required.  | There is no applicable Office of Management and Budget (OMB) information collection approval number for this item. The Paperwork Reduction Act (PRA) only requires OMB number for a system that generates or collects information from the public, whereas, the system only stores Federal employees PII.   |
| <b>PIA 32:</b>  | Is the PII in the system shared directly with other organizations outside the system's Operating Division?  | Yes   |
| <b>PIA 32A:</b> | Identify with whom the PII is shared or disclosed.  | Within HHS  |
| <b>PIA 32B:</b> | For each disclosure, name the organizations/systems the system shares PII with and the purpose(s) of the disclosure.  | Information is disclosed within HHS to provide HR specialist with accurate account information about each employee.   |
| <b>PIA 32C:</b> | 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)). | FedHR has an Information Sharing Agreement with The Business Intelligence Information System Cloud (BIIS Cloud).<br><br>Memorandum of Understanding with Access Management System (AMS).  |
| <b>PIA 32D:</b> | 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.                             | Access logs are tracked for disclosing PII. The OHR system owner (SO) is responsible for reviewing logs and accounting for the sharing and/or disclosure of PII.  |

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| <b>PIA 33:</b>  | Is the submission of PII by individuals voluntary or mandatory as defined in the Privacy Act?  | Voluntary  |
| <b>PIA 34:</b>  | 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.  | Employees are required to provide HR information to calculate benefits. A privacy notice is posted to notify individuals prior to access, that their information will be collected. If the user opts out of the collection of information, access is denied. Users must acknowledged acceptance by clicking the "agree" link.                                |
| <b>PIA 35:</b>  | 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. | The vendor provides HHS with notifications of major changes to the system. OHR determines if the changes warrants a notification to individuals. If a notification is warranted, individuals are notified via email or mail notification.  |
| <b>PIA 36:</b>  | 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 are encouraged to contact the support desk at Economic Systems Inc at support@econsys.com if they feel their PII has been inappropriately obtained, used, or disclosed.  |
| <b>PIA 37:</b>  | 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.   | There is an automatic process that ensures PII is correct and current by updating PII biweekly (every pay period). This process ensures the integrity, availability, accuracy and relevance of the PII in the system.<br><br>Employees can see their own PII, and they can request a correction via the New Case / Ask HR feature.                           |
| <b>PIA 38:</b>  | Identify who will have access to the PII in the system.  | Users<br>Administrators<br>Developers<br>Contractors   |
| <b>PIA 38A:</b> | Select the type of contractor.   | HHS/OpDiv Direct Contractors<br>Third-Party Contractor (Contractors other than HHS Direct Contractors)   |
| <b>PIA 38B:</b> | Do contracts include Federal Acquisition Regulation (FAR) and other appropriate clauses ensuring adherence to privacy provisions and practices?  | Yes  |
| <b>PIA 39:</b>  | Provide the reason why each of the groups identified in 38 needs access to PII.  | Users access PII to verify their individual account information accuracy.<br><br>Administrators/developers access PII to perform system maintenance and troubleshooting.<br><br>HHS contractors access PII to perform their duties within the system.<br><br>Third party contractor (Vendor) accesses PII to perform system maintenance and provide support. |

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| <p><b>PIA 40:</b></p> | <p>Describe the administrative procedures in place to determine which system users (administrators, developers, contractors, etc.) may access PII.</p>   | <p>Human Resource (HR) Specialist access PII to complete job task as it relates to employee data.</p> <p>Employees access PII to ensure data accuracy and to determine retirement benefits and eligibility.</p> <p>Administrators access PII in order to assign user roles within the system.</p> <p>Contractors (external to HHS) may access PII if performing temporary duties within the system on behalf of HHS.</p>   |
| <p><b>PIA 41:</b></p> | <p>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.</p>  | <p>Role based access controls are in place to minimize user access to only information necessary to perform their job. The concept of least privileged is employed.</p>  |
| <p><b>PIA 42:</b></p> | <p>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.</p> | <p>All users are required to complete the security and privacy awareness training annually to make them aware of their responsibilities for protecting the information being collected and maintained. Additionally, users are required to sign the Rules of Behavior.</p>   |
| <p><b>PIA 43:</b></p> | <p>Describe the training system users receive above and beyond general security and privacy awareness training.</p>  | <p>Users are required to complete initial and annual role based training relevant to their roles within the system.</p>  |
| <p><b>PIA 44:</b></p> | <p>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).</p>   | <p>Data will be retained according to <a href="#">National Archives and Records Administration (NARA) guidelines</a>. A core requirement of FedHR navigator is to accumulate data for current employees from onboarding of duty to separation. Retention policies go into effect when an employee separates from the agency.</p> <p>PII is retained in the system indefinitely, or for at least 5 years, or until the HHS Contracting Officer's Representative (COR) contacts the CSP to have records deleted. The COR contacts <a href="mailto:support@econsys.com">support@econsys.com</a> to request that records are deleted.</p> <p>Applicable NARA record retention schedules:</p> <p>GENERAL RECORDS SCHEDULE 2.4: Employee Compensation and Benefits Records (3 years)</p> <p>GENERAL RECORDS SCHEDULE 2.5: Employee Separation Records (2 years)</p> <p>GENERAL RECORDS SCHEDULE 4.2: Information Access and Protection Records (6 years)</p> <p>GENERAL RECORDS SCHEDULE 4.5: Digitizing Records (temporarily (Destroyed after validating the digitization process))</p> |

**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: OHR must adhere to HHS Information System Security Policies (IS2P). All users are provided annual security awareness training, which includes role base training, on protecting PII. All users are required to sign and acknowledge the Rule of Behavior (RoB) before accessing. A FedHR System Security Plan (SSP) outlines the security for the system.

Technical: Encryption is used to secure PII within the system. Employee data is encrypted at rest. Access Control Lists (ACLs) are employed to define permissions for accessing data. Multifactor Authentication (MFA) is used to for access management.

Physical: OHR Fed Navigator utilizes the Software as a Service from EconSys (AWS 3rd party Cloud Service Provider (CSP)). Physical control are the responsibility of the CSP.

## Review and Comments

### OpDiv Privacy Analyst Review

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| <b>Privacy Analyst Review Decision:</b> | Approved   | <b>Privacy Analyst Review Date:</b> | 11/19/2025 |
| <b>Privacy Analyst Review Comments:</b> | This PIA is ready for your review.<br><br>All necessary questions have been answered.<br><br>Thank you,<br><br>Jon | <b># of Days - PA Review:</b>       | 2          |

### SOP Review

|                             |          |                                |            |
|-----------------------------|----------|--------------------------------|------------|
| <b>SOP Review Decision:</b> | Approved | <b>SOP Review Date:</b>        | 11/20/2025 |
| <b>SOP Review Comments:</b> |          | <b># of Days - SOP Review:</b> | 1          |

### Agency Privacy Analyst Review

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| <b>Agency Privacy Analyst Review Decision:</b> | Approved  | <b>Agency Privacy Analyst Review Date:</b> | 12/1/2025 |
| <b>Agency Privacy Analyst Review Comments:</b> | Reviewer: Nestor Villafuerte<br><br>12/1/2025 This PIA is ready for SAOP review and approval. | <b># of Days - APA Review:</b>             | 11        |

### SAOP Review

|                              |          |                                 |           |
|------------------------------|----------|---------------------------------|-----------|
| <b>SAOP Review Decision:</b> | Approved | <b>SAOP Review Date:</b>        | 12/9/2025 |
| <b>SAOP Review Comments:</b> |          | <b># of Days - SAOP Review:</b> | 8         |

### SAOP Signature

| Date              | User          | Type      | Name             | Original Value | New Value      |
|-------------------|---------------|-----------|------------------|----------------|----------------|
| 12/9/2025 2:18 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 05        | VILLAFUERTE, NESTOR | 11/25/2025 | Please write out NARA on its first instance.             |            |
| PTA 05        | BLAND, CRYSTAL      | 12/1/2025  | OS spells NARA out in PIA-44, so I'm going to let it go. |            |