Federal Retirement Benefits Calculator –FRB

Privacy Impact Assessment - Federal Retirement Benefits Calculator (FRB)

System Name: Federal Retirement Benefits Calculator – FRB
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**This is the following stage(s): Initial _____ Planning_____ Full
Acquisition_____ Steady State_____ Mixed Life Cycle X_____**

FRB System Overview

The Federal Retirement Benefits Calculator (FRB) is a system that integrates information into one central database. The Federal Retirement Benefits Calculator is an application that allows EPA employees to access personal and benefits-related information that will be used by EPA employees to calculate their retirement benefits. The information in the FRB system includes: voluntary, early, and disability retirement benefits; part-time and intermittent service; deposits and re-deposits owed; Social Security/Federal Employee Retirement System (FERS) supplement benefits; Civil Service Retirement System benefits; Thrift Savings Plan benefits; survivor benefits; and severance pay. EPA employees will be able to use the system to generate either a "quick" or a detailed retirement annuity estimate using the FRB calculator. EPA will provide information to the system in order for the employee to be able to generate an estimate. Data will be updated each pay period (bi-weekly).

I   Data in the System

1. **The information (data elements and the fields) available in the system consist of the following categories:**

    ·   Social Security Number
    ·   Name
    ·   Date of Birth
    ·   Current and Historical Salary
    ·   Retirement Coverage Code
            Health Insurance Enrollment
    ·   Life Insurance Enrollment and Options
    ·   Address
    ·   Service Computation
    ·   Service History
    ·   Sick Leave Balance
    ·   Thrift Savings Plan Contribution
    ·   Pay Period Ending Date

- Work Schedule
- Type of Appointment

2. Audit Trail Information

The audit trail tracks who logs on to the system and when, but does not keep track of user actions or changes in data.
Firewall activity, web server activity, and database activity are logged, reviewed and maintained by the Systems administrator/vendor. The Systems Administrator will notify the contracting officer or agency designated POC about any questionable activity.

3. What are the sources and types of the information in the system?

The basic employee data identified in question 1 above is downloaded from the agency personnel/payroll system (People Plus report). All other data is filled in by individuals whom are either Human Resources and Retirement Specialists or the employees.

4. How will the data be used by the Agency?

The data in the system will be used to calculate employee retirement benefits and to facilitate the completion of retirement forms that will be sent to OPM for final processing.

5. Why is the information being collected? (Purpose)

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II   Access to the Data

1. **Who will have access to the data in the system (internal and external parties) if contractors, are the Federal Acquisition Regulations (FAR) clauses included in the contract (24.104 Contract clauses; 52.224-1 Privacy Act Notification; and 52.224-2 Privacy Act)?**

   Data is accessible by the following groups of people:

Employee	Access his or her own data
HR Specialist	Access data for the employees for whom, they have been granted access. For example a specialist can only be assigned employees within a specific Personnel Office Identifier (POI).
Administrator	Access all data for a specific customer for example EPA.
Contractor Support	Access data for all customers
Tech Support	Access data for all customers

   Developers at Contractor site – Typically EPA contractors responsible for developing the application. Contractor vehicles include FAR (48CFR) clauses 24.104 and 52.223 clauses 1 and 2.

2. **What controls are in place to prevent the misuse of data by those having authorized access?**

   For System Administrators/Developers at contractor site access is granted based on their official capacity. For EPA, determination based on Business Need and approved by the Benefits Officer. EPA determines which users should have HR Specialist or Administrative access. Contractor designated personnel for functional and technical support who have received a background check and have agreed to EPA Security Standard Operating Procedures.

3. **Do other systems share data or have access to data in this system?**

   No.

4. **Will other agencies, state or local governments share data or have access to data in this system?**

   No

5. **Do individuals have the opportunity to decline to provide information or to consent to particular uses of the information? If yes, how is notice given to the individual?**

   No. It's mandatory for individual to provide personal identifiable information for access to the FRB. In addition, information is provided through the personnel system.

III   Attributes of the Data

1. **Explain how the use of the data is both relevant and necessary to the purpose for which the system is being designed**

   The FRB Retirement Calculator allows individuals to calculate their retirement benefits.

2. **If data are being consolidated, what controls are in place to protect the data from authorized access or use?**

   No data consolidation.
   People Plus is the only system from which data is collected.

3. **If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain**

   No processes are being consolidated.

4. **How will data be retrieved? Can it be retrieve by personal identifier? If yes, explain**

   Individual users will gain access to the system through the use of a combination of First Name, Last Name, and the last four numbers of the Social Security Number.

   USER NAME: First four letters of first name and first seven letters of last name
   PASSWORD: Two digit month and day of birth, and last four of Social Security number

   Initially users will log in with identifying data, which will verify from information provided by the Agency. After verification, the system will establish a user account   and request individual to change password. Users will be encouraged to immediately   change this password.
   Only the data pertaining to the specific user will be retrievable via the newly created password.

5. **What achievements of goals for machine readability have been incorporated into this system?**

   Only EPA employees are able to use this system. Only individuals who have a need to   know in their official capacity are able to use the system. This policy is stated in the   System Administration documentation as well as the Security Plan.

IV.   Maintenance of Administrative Controls

1.   Has a record control schedule been issued for the records in the system?
No. no records will be collected or stored within this system (Dump from the source system People Plus)

2. While the data are retained in the system, what are the requirements for determining if the data are still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?

New data from People Plus replaces outdated data each pay period (bi-weekly). At the end of the contract the vendor purges all database records and removes the EPA schema from their system. Any backups of data from the client on disk or tape are re-formatted and disposed of.
The retention period is as long as the employee remains an employee of the agency. After the service is ended the employee is disabled in the FRB Calculator application.

Why Cant you do this going in too?

3. Will this system provide the capability to identify, locate, and monitor individuals?   No.

4. Does the system use any persistent tracking technologies?

Persistent cookies are not used by the system

5.   Under which System of Records (SOR) notice does the system operate?

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