

## **Student Loan Repayment Program (SLRP)**

### **PRIVACY IMPACT ASSESSMENT (PIA) SUMMARY**

**System Name: Student Loan Repayment Program (SLRP)**

**Managing Office: USAID/HCTM**

**Date: Information Collection Checklist completed February 13, 2012**

### **OVERVIEW**

USAID is authorized to make limited repayments to employees on qualifying federally insured student loans. USAID created the Student Loan Repayment Program (SLRP) to implement this function. The Program has specific criteria for which employees and what types of loans are covered.

Agency employees with qualifying loans must submit an application package to SLRP for consideration. The application package includes a SLRP Application Form, signed USAID SLRP Service Agreement, and supporting loan documentation. The application may be submitted by email, U.S. mail, or by hand delivery.

### **AUTHORITY FOR COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII)**

5 U.S.C. §§ 1302, 2951, 3301, 3372, 4118, and 8347, and Executive Orders 9397, as amended by 13478; 9830; and 12107

### **INFORMATION COLLECTION (WHAT)**

SLRP collects an applicant's name, personal address, phone number, email address, work phone number, work email address, last four digits of the Social Security Number (SSN), employment information and history, and financial records related to the student loans.

### **INFORMATION COLLECTION (WHY)**

An applicant's personal information is collected to determine whether USAID employees are eligible to receive student loan repayment funds and also to authorize the SLRP payments to be paid to the eligible USAID employees by the U.S. Department of the Treasury.

## **AGENCY INTENDED USE**

SLRP uses the information collected to determine whether USAID employees are eligible to receive student loan repayment funds and also to authorize the SLRP payments to be paid to the eligible USAID employees by the U.S. Department of the Treasury.

## **INFORMATION SHARING**

SLRP staff members have access to an applicant's PII and use it to make determinations of eligibility and to process applications. SLRP shares PII it collects with the USAID payroll office to authorize and initiate eligible loan payments through the U.S. Government payment process.

## **NOTICE OF OPPORTUNITIES FOR CONSENT**

Disclosure of PII is voluntary for all personal information, including a SSN, but failure to provide certain information may result in denial of an application and SLRP payments.

## **INFORMATION SECURITY**

Paper documents are secured in locked cabinets. Electronic documents and spreadsheets are located in folders on a shared drive and are password-protected.

## **SYSTEM OF RECORDS NOTICE (SORN)**

The SLRP is part of a system of records, which is covered by an OPM government-wide System of Records Notice: OPM/GOVT-1 - Executive Branch Personnel Public Financial Disclosure Reports and Other Name-Retrieved Ethics Program Records (January 22, 2003, 68 FR 3097; correction published May 8, 2003, 68 FR 24722).