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# INVESTIGATIVE MEMORANDUM ON MANAGEMENT ISSUES (G-417)

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July 14, 2005

**To:** Margaret Carpenter

**From:** Walter Stachnik

**Re:** Access to FPPS (OIG-417)

During a recent investigation, we learned that budget staff in the Office of Financial Management (OFM) have unrestricted access to the Federal Personnel and Payroll System (FPPS). Budget staff need FPPS access to process certain personnel actions (e.g., promotions) controlled by OFM. However, FPPS information is sensitive and subject to the Privacy Act, and therefore FPPS access should be restricted to the extent possible.

OFM informed us that the FPPS system is designed to allow unrestricted access to staff that process personnel actions in it. The only way to limit access is to submit a formal request to the Department of the Interior, National Business Center, which has responsibility for the FPPS. If approved by Interior, the request would result in a contract modification between the Commission and Interior to modify FPPS by limiting access as appropriate. OFM is currently drafting such a request.

OFM also informed us that it has informally counseled its budget staff on the proper use of the FPPS. However, because of staff turnover and other reasons, it believes that more formal training on FPPS access is now appropriate. This training would be conducted by the Commission's Privacy Act Officer.

We are recommending that OFM restrict FPPS access and train its budget staff, as it plans to do.

## **Recommendation A**

OFM should submit a formal request to the Department of Interior to restrict the FPPS access of its budget staff to the extent needed to perform their duties.

## **Recommendation B**

OFM should request that the Privacy Act Officer (within the Office of Filings and Information Services) provide training to the budget staff on the proper use of

Commission automated systems and any other sensitive personnel information handled by the budget staff. The training should be documented.

cc: Mary Head  
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Diane Galvin  
Bill Lenox  
Jim McConnell  
Darlene Pryor  
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