

Prefatory Statement of General Routine Uses

- OFHEO-01 Financial Management System.**
- OFHEO-02 Pay and Leave System.**
- OFHEO-03 Employee Identification Card System.**
- OFHEO-04 Property Inventory System.**
- OFHEO-05 Senior Staff Biography System.**

SOURCE: 63 FR 9007,
February 23, 1998.

Prefatory Statement of General Routine Uses

The following general routine uses apply to and are incorporated by reference into each system of records set forth below, except if otherwise noted or if obviously not appropriate.

1. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice or other Federal agency conducting litigation when—

(a) Any of the following is a party to the litigation or has an interest in such litigation:

(i) The Office of Federal Housing Enterprise Oversight (OFHEO);

(ii) Any employee of OFHEO, in his/her official capacity;

(iii) Any employee of OFHEO, or any agency thereof, in his/her individual capacity where the Department of Justice has agreed to represent the employee;

(iv) The United States or any agency thereof, where OFHEO deter-

mines that litigation is likely to affect the United States; and

(b) The use of such records by the Department of Justice or other Federal agency conducting the litigation is deemed by OFHEO to be relevant and necessary to the litigation.

2. It shall be a routine use of the records in this system to disclose them in any proceeding before any court or adjudicative or administrative body when—

(a) Any of the following is a party to the proceeding or has an interest in such proceeding:

(i) OFHEO;

(ii) Any employee of OFHEO, in his/her official capacity;

(iii) Any employee of OFHEO, in his/her individual capacity, where the Department of Justice has agreed to represent the employee;

(iv) The United States or any agency thereof where OFHEO determines that the proceeding is likely to affect the United States; and

(b) OFHEO determines that use of such records is relevant and necessary in the proceeding.

3. In the event that a system of records maintained by OFHEO indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Prefatory Statement of General Routine Uses

4. A record from this system of records may be disclosed to a Federal, State, or local agency maintaining civil, criminal, or other relevant enforcement information or other pertinent information, if necessary to obtain information relevant to the decision concerning the hiring or retention of an employee or the letting of a contract.

5. A record from this system of records may be disclosed to a Federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

6. The information contained in this system of records may be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in Office of Management and Budget Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

7. A record from this system of records may be disclosed to an authorized appeal grievance examiner; a formal complaints examiner; an equal employment opportunity investigator; or an arbitrator or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the Office of Personnel Management in

connection with the evaluation and oversight of Federal personnel management.

8. A record from this system of records may be disclosed to authorized employees of a Federal agency for purposes of audit.

9. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

10. A record in this system of records may be disclosed to the Department of Justice to determine whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

11. A record in this system of records may be disclosed when the information is subject to exemption under the Freedom of Information Act, but OFHEO, in its discretion, determines not to assert the exemption.

12. A record from this system of records may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements and to those State and local taxing authorities for which the employee is subject to tax whether or not tax is withheld.

OFHEO-01

System Name:

Financial Management System.

System Location:

Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Categories of Individuals Covered by the System:

Current and former OFHEO employees and individuals who are providing or have provided goods or services to OFHEO under contractual agreements.

Categories of Records in the System:

Records relate to employee claims for reimbursement of official travel expenses, including travel authorizations and advances, and vouchers showing amounts claimed, exceptions taken as a result of audit, advance balances applied, and amounts paid. Other records maintained on employees, where applicable, include records relating to claims for reimbursement for relocation expenses, including authorizations and advances, and vouchers showing amounts claimed and amounts paid; records pertaining to reimbursement for educational expenses and other miscellaneous reimbursement for small purchases made for official business; records including the account number of the employee's Government American Express travel cards; records including the financial institution code and employee account number for direct deposit; and records relating to funds owed to OFHEO. Records on individuals who are not employees of OFHEO include information relating to the purchase of and payments made for goods or services from individuals, including the financial institution code and account number for direct deposit of payments.

Authority for Maintenance of the System:

5 U.S.C. 5701-5709; 12 U.S.C. 4513(b)(9); 31 U.S.C. 3512.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

See the Prefatory Statement of General Routine Uses. Another routine use is transmittal of data contained in the records to the U.S. Treasury to effect issuance of nonsalary payments to employees and payments to vendors and contractors;

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are stored in a computerized system and in paper files that are stored in file folders in locked file drawers.

Retrievability:

Computerized records are retrieved by the individual's name or by taxpayer identification number if the individual is a vendor or contractor. File folders are indexed by year and by a unique order number.

Safeguards:

Access to the system is safeguarded by password and user identification number that provides specific levels of access or by locked file drawers and is restricted to employees who have a need to access the system in the performance of their duties.

Retention and Disposal:

Retention is determined by the General Records Schedules.

12 CFR 1720—Systems of Records—Financial Management System

System Manager(s) and Address:

Financial Management Officer,
Office of Finance and Administration,
OFHEO, 1700 G Street, NW, Fourth
Floor, Washington, DC 20552.

Notification Procedure:

Contact the Privacy Act Officer,
OFHEO, 1700 G Street, NW, Fourth
Floor, Washington, DC 20552.

Record Access Procedure:

The OFHEO regulation for providing access to records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Contesting Record Procedures:

The procedures for contesting initial denials for access to or amendment of records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Appeals Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Source Categories:

The information is obtained from the individual on whom the record is maintained, other Federal agencies, financial institutions, and courts.

Exemptions Claimed for the System:

None.

OFHEO-02

System Name:

Pay and Leave System.

System Location:

Office of Finance and Administration,
OFHEO, 1700 G Street, NW,
Fourth Floor, Washington, DC 20552.

Categories of Individuals Covered by the System:

Current and former OFHEO employees.

Categories of Records in the System:

Records include the following information on each OFHEO employee: name; organizational unit; leave status and associated leave data (such as annual, compensatory, jury duty, family, military, sick, donated, and leave without pay); and time and attendance records (including pay period number, leave accrual category, balances and applications, number of hours worked, time reports, adjustments to time and attendance, overtime and compensatory time justifications, and supporting data such as medical certificates).

Authority for Maintenance of the System:

12 U.S.C. 4513(b)(9).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

See the Prefatory Statement of General Routine Uses. Other routine uses are transmittal of data contained in the records to—

- The U.S. Treasury to effect issuance of salary payments through electronic funds transfer;
- The Internal Revenue Service, Social Security Administration, the

individual, and taxing authorities of the States, the District of Columbia, territories, possessions, and local governments;

- The Office of Personnel Management concerning pay, benefits, retirement deductions, and other information necessary to carry on its governmentwide personnel functions, and to other Federal agencies to facilitate employee transfers;

- The Department of Labor to process workers' compensation injury claims;

- Other Federal agencies for the purpose of collecting debts owed to the Federal Government by administrative or salary offset;

- The Federal Retirement Thrift Investment Board to administer the Thrift Savings Plan;

- The National Finance Center of the Department of Agriculture for payroll/personnel action, receipt amount, time and attendance, and administrative overpayment processing;

- Department of Veterans Affairs regarding the final accounting for employee pay and benefits;

- Federal, State, and local agencies to assist in the enforcement of child and spousal support obligations; and

- State governments, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands to assist in processing unemployment claims under the Unemployment Compensation for Federal Employees Program.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are stored in a computerized system and in paper files that are stored in file folders in locked file drawers.

Retrievability:

Computerized records are retrieved by the individual's name. File folders are indexed by year and pay period number.

Safeguards:

Access to the system is safeguarded by password or by locked file drawers and is restricted to employees who have a need to access the system in the performance of their duties.

Retention and Disposal:

Retention is determined by the General Records Schedules.

System Manager(s) and Address:

Human Resources Officer, Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Notification Procedure:

Contact the Privacy Act Officer, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Access Procedure:

The OFHEO regulation for providing access to records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

12 CFR 1720—Systems of Records—Pay and Leave System

Contesting Record Procedures:

The procedures for contesting initial denials for access to or amendment of records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Appeals Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Source Categories:

The information is obtained from the subject individual, supervisor, timekeeper, official personnel records, previous employers, other Federal agencies, National Finance Center, financial institutions, and courts. Where an employee is subject to a tax lien, a bankruptcy, or an attachment or a wage garnishment, information also is obtained from the appropriate taxing or judicial entity.

Exemptions Claimed for the System:

None.

OFHEO-03

System Name:

Employee Identification Card System.

System Location:

Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Categories of Individuals Covered by the System:

Current OFHEO employees and contractor personnel who have been assigned an identification card.

Categories of Records in the System:

Records include the individual's name, date of birth, social security number, photograph, identification card expiration date, and organization and status.

Authority for Maintenance of the System:

12 U.S.C. 4513(b)(9).

Routine Uses of Records Maintained in the System, including Categories of Users and the Purposes of Such Uses:

See the Prefatory Statement of General Routine Uses.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are stored in a computerized system.

Retrievability:

Records are retrieved by the individual's name.

Safeguards:

Access to the system is safeguarded by password and is restricted to employees who have a need to access the system in the performance of their duties.

Retention and Disposal:

Retention is determined by the General Records Schedules. Records of employees and contractors are deleted from the system upon termination of employment or contract.

System Manager(s) and Address:

Human Resources Officer, Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Notification Procedure:

Contact the Privacy Act Officer, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Access Procedure:

The OFHEO regulation for providing access to records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Contesting Record Procedures:

The procedures for contesting initial denials for access to or amendment of records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Appeals Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Source Categories:

The information is obtained from the individuals on whom the information is maintained and from the OFHEO Human Resources staff.

Exemptions Claimed for the System:

None.

OFHEO-04

System Name:

Property Inventory System.

System Location:

Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Categories of Individuals Covered by the System:

Current and former OFHEO employees who have had property items assigned to them.

Categories of Records in the System:

Records include the employee name, OFHEO organizational unit, office telephone number, pager number, room number, description of property item, and copies of signed custody receipts.

Authority for Maintenance of the System:

12 U.S.C. 4513(b)(9); 40 U.S.C. 47, *et seq.*

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

See the Prefatory Statement of General Routine Uses.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Records are stored in a computerized system and in paper files that are stored in file folders in locked file drawers.

Retrievability:

Computerized records are retrieved by the individual's name. File folders are indexed by property item.

12 CFR 1720—Systems of Records—Property Inventory System

Safeguards:

Access to the system is safeguarded by password or by locked file drawers and is restricted to employees who have a need to access the system in the performance of their duties.

Retention and Disposal:

Retention is determined by the General Records Schedules.

System Manager(s) and Address:

Contracting/Facilities Management Specialist, Office of Finance and Administration, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Notification Procedure:

Contact the Privacy Act Officer, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Access Procedure:

The OFHEO regulation for providing access to records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Contesting Record Procedures:

The procedures for contesting initial denials for access to or amendment of records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Appeals Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Source Categories:

Information is obtained from the OFHEO Contracting/Facilities Man-

agement Specialist, Office of Finance and Administration, and from subject individuals to whom property items are assigned.

Exemptions Claimed for the System:

None.

OFHEO-05

System Name:

Senior Staff Biography System.

System Location:

Office of Public Affairs, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Categories of Individuals Covered by the System:

Senior-level OFHEO employees.

Categories of Records in the System:

Records include the employee's name and a description of the employee's education, experience, and professional accomplishments and affiliations.

Authority for Maintenance of the System:

12 U.S.C. 4513(b)(9).

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of Such Uses:

Records are used for distribution to the media and to groups which request OFHEO staff as speakers or panel participants. The general routine uses set forth in the Prefatory Statement, above, are not applicable to this system.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System:

Storage:

Records are stored in a computerized system.

Retrievability:

Records are retrieved by the individual's name.

Safeguards:

Access to the system is safeguarded by password.

Retention and Disposal:

Records of employees are deleted from the system upon termination of employment.

System Manager(s) and Address:

Public Affairs Specialist, Office of Public Affairs, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Notification Procedure:

Contact the Privacy Act Officer, OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Access Procedure:

The OFHEO regulation for providing access to records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Contesting Record Procedures:

The procedures for contesting

initial denials for access to or amendment of records appears at 12 CFR part 1720. If additional information or assistance is required, contact the Privacy Act Appeals Officer at OFHEO, 1700 G Street, NW, Fourth Floor, Washington, DC 20552.

Record Source Categories:

The information is obtained from the individual on whom the record is maintained.

Exemptions Claimed for the System:

None.