

**78 FR 02672**  
**FEDERAL REGISTER**  
**Implementation of the Privacy Act of 1974, as amended;**  
**Republication to Delete and Update Privacy Act System of Records Notifications**  
[Docket No. 2013-02672; FR-5693-N-02]  
**BILLING CODE 4210-67-P**

February 6, 2013

**ACTION:** Notice Republication.

**SUMMARY:** Pursuant to the Privacy Act of 1974 (U.S.C. 552a (e) (4)), as amended, and Office of Management and Budget (OMB), Circular No. A-130, notice is hereby given that the Department of Housing and Urban Development (HUD), Office of the Chief Information Officer (OCIO) republishes in the Federal Register, after a comprehensive review, actions for program component system of records. The revisions implemented under this republication are corrective and administrative changes that refine previously published details for each system of records in a clear and cohesive format.

**DATES:** **EFFECTIVE DATE:** All revisions included in this republication are complete and accurate as of December 14, 2012.

**TEXT:** **SYSTEM OF RECORDS NOTICE**

**SYSTEM OF RECORDS NO.:** CFO/FY.04

**NAME:** Integrated Automated Travel System (IATS, H18).

**SYSTEM LOCATION:** CFO Accounting Center in Fort Worth, Texas 76102.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:** HUD relocating employees, HUD System Administrators, HUD System Examiners.

**CATEGORIES OF RECORDS IN THE SYSTEM:** This system contains the following employee information: name (as it appears on government-issued driver's license or passport), social security number, home address, marital status, spouse name, and number of

children. The records in this system include: vendor ID or other unique 9-digit numbers, disbursements, travel authorizations (origin and destination of relocation, authorized entitlements, dependent's names and dates of birth), and payments made to individual (amount approved, taxes deducted, amount paid to employee, date of payment).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:** Sec. 113 of the Budget and Accounting Act of 1950 31 U.S.C. 66a. (Pub. L. 81-784); 31 USC 3511, 3512 and 3523; 5 U.S.C. Chapter 57. The personally identifiable information associated with IATS is needed to compute entitlements based on 41CFR Chapter 302. These entitlements are considered to be taxable by IRS; W-2's must be prepared and mailed to employees at year end. The Housing and Community Development Act of 1987, 42 U.S.C.3543 authorizes HUD to collect the SSN.

**PURPOSE(s):** The purpose of the system of records is to plan, authorize, arrange, process and manage official HUD relocation, to maintain records on current HUD employees who are relocating to another office location within HUD and have been approved for relocation entitlements, and to record relocation disbursements in order to compute and record taxes and W-2s.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES.** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, HUD may disclose information contained in this system of records without the consent of the subject individual if the disclosure is compatible with the purpose for which the record was collected under the following routine uses:

1. To IRS and the SSA to generate quarterly 941's and annual W-2's to fulfill its statutory reporting of wage and income reporting requirements to IRS and SSA.

2. To GSA in the form of invoices to enable the GSA to perform post audit of the invoices paid by HUD directly to the Household Good Shippers.
3. To an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee to whom the information pertains. If HUD denies claims, HUD employees can appeal to the GSA Civilian Board of Contract Appeals.
4. To Officials of labor organizations recognized under 5 U.S.C. Chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.
5. To a travel services provider for billing and refund purposes.
6. To a carrier or an insurer for settlement of an employee claim for loss of or damage to personal property incident to service under 31 U.S.C. 3721, or to a party involved in a tort claim against the Federal government resulting from an accident involving a traveler.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:** Each individual relocatee has a folder with hard copies of these documents which are stored in secure cabinets in the file room under lock and key within the Travel and Relocation Branch Office in Fort Worth, Texas. Electronic files are supported by the HITS contract on a server physically located in Charleston, WV.

**RETRIEVABILITY:** Records are retrieved by name and social security number.

**SAFEGUARDS EMPLOYED:** All HUD employees have undergone background investigations. HUD buildings are guarded and monitored by security personnel, cameras, ID

checks, and other physical security measures. Access is restricted to authorized personnel or contractors whose responsibilities require access. System users must take the mandatory security awareness training annually as mandated by the Federal Information Security Management Act (FISMA). Users must also sign a Rules of Behavior form certifying that they agree to comply with the requirements before they are granted access to the system.

**RETENTION AND DISPOSAL:** The electronic records are maintained indefinitely and destroyed in accordance with schedule 20 of the National Archives and Records Administration General Records Schedule as specified in HUD Handbook 2225.6 Records Disposition Schedule Appendix 14, HUD Handbook 2228.1 Records Disposition Schedule Management Chapter 9, and HUD Handbook 2228.2 General Records. Other materials, including hard copy printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs, are burned when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.

**SYSTEM MANAGER(S) AND ADDRESS:** Assistant Chief Financial Officer for Systems, Office of the Chief Financial Officer, Department of Housing and Urban Development, 451 Seventh Street SW, Room 3100, Washington, DC 20410.

**NOTIFICATION AND RECORD ACCESS PROCEDURES:** For information, assistance, or inquiry about the existence of records, contact the Privacy Act Officer, Department of Housing and Urban Development, 451 Seventh Street, SW, Room 4178, Washington, DC 20410. (Attention: Capitol View Building, 4<sup>th</sup> Floor). Provide verification of your identity by providing two proofs of official identification. Your verification of identity must include your original signature and must be notarized. The Department's rules for providing access to records to the individual concerned appear in 24 CFR part 16.

**CONTESTING RECORD PROCEDURES:** The procedures for requesting amendment or correction of records appear in 24 CFR part 16. If additional information is needed, contact:

1. In relation to contesting contents of records, the Privacy Act Officer at HUD, 451 Seventh Street, SW, Room 4178 (Attention: Capitol View Building, 4<sup>th</sup> Floor), Washington, DC 20410;
2. In relation to appeals of initial denials, HUD, Departmental Privacy Appeals Officer, Office of General Counsel, 451 Seventh Street, SW, Washington, DC 20410.

**RECORD SOURCE CATEGORIES:** These records contain information obtained from the individual who is the subject of these records, the documents created from this information to facilitate the relocation, household goods carriers, and document information from HUDCAPS.

**EXEMPTIONS FROM CERTAIN PROVISIONS OF THE ACT:** None.