

FHFA-2

SYSTEM NAME:

Financial Management System.

SECURITY CLASSIFICATION:

None.

SYSTEM LOCATION:

Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024; and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Records cover prospective, present and former employees, contractors, and vendors of the Federal Housing Finance Agency (FHFA).

CATEGORIES OF RECORDS IN THE SYSTEM:

Financial Management Records: These records relate to government travel, vendor accounts, other employee reimbursements, interagency transactions, employee pay records, vendor registration data, purchase card accounts and transactions, and program payment agreements.

Procurement Records: These records relate to contractors/vendors if they are individuals, purchase card holders, including the name, social security number, and credit card number for employees who hold Government use cards, and procurement integrity certificates containing certifications by procurement officials that they are familiar with the Federal Procurement Policy Act.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

The Federal Home Loan Bank Act (12 U.S.C. 1421-1449) and Federal Housing Enterprises Financial Safety and Soundness Act of 1992 (12 U.S.C. 4501, et seq.), as amended by the Housing and Economic Recovery Act of 2008, Public Law No. 110-289, 122 Stat. 2654 (2008); Government Organizations and Employees (5 U.S.C. 5701-5709); Money and Finance (31 U.S.C. 3512); Federal Acquisition Regulation (48 CFR chapter 1).

PURPOSE(S):

FHFA collects and maintains these records to ensure the orderly processing of administrative actions within the agency.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

It shall be a routine use to disclose information contained in this system for the purposes and to the users identified below:

1. The Administrative Resource Center, Bureau of the Public Debt to complete administrative processing.

2. The United States Department of Justice (DOJ) or another Federal agency conducting litigation, or any court or adjudicative or administrative body, if:

a. FHFA, any employee of FHFA in his/her official capacity or in his/her individual capacity if DOJ has agreed to represent the employee, or the United States or any agency thereof, is a party to or has a significant interest in the litigation or proceeding; and

b. FHFA determines that use of the records is relevant and necessary to the litigation or proceeding.

3. The appropriate Federal, state, local or foreign agency or authority responsible for auditing, investigating, or prosecuting a violation or potential violation of a criminal or civil law, rule, or regulation or for enforcing or implementing a statute, rule, regulation, or order, if information in the system indicates such a violation.

4. Any source, including a Federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, but only to the extent necessary for the FHFA to obtain information relevant to a decision concerning the hiring or retention of an individual, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

5. Another Federal agency if the records are relevant and necessary to carry out that agency's authorized functions and to the decision on a matter, including, but not limited to the hiring or retention of an individual, the issuance of a security clearance, the reporting of an investigation of an individual, the letting of a contract, or issuance of a license, grant, or other benefit by the requesting agency.

6. The Office of Management and Budget in connection with the review of private relief legislation.

7. An authorized appeal grievance examiner, a formal complaints examiner, an equal employment opportunity investigator, an arbitrator, or other duly authorized official

engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee.

8. The Office of Personnel Management in connection with the evaluation and oversight of Federal personnel management concerning wages, benefits, retirement deductions, and other information necessary to carry out government-wide personnel functions, and to other Federal agencies to facilitate employee transfers.

9. Authorized employees of a Federal agency for purposes of an audit.

10. A congressional office in response to an inquiry from the congressional office made at the request of the subject individual.

11. The DOJ to determine whether disclosure is required by the Freedom of Information Act (5 U.S.C. 552) (FOIA).

12. An individual or entity submitting a FOIA request if the information is subject to a FOIA exemption but the FHFA determines not to assert the exemption.

13. State and local taxing authorities if the Secretary of the Treasury has entered into an agreement, and the employee is subject to tax by that authority, whether or not tax is withheld.

14. Appropriate persons, consultants, contractors, entities or others when:
a. FHFA suspects or confirms that the security or confidentiality of information in a system of records has been compromised;
b. FHFA determines that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of systems or programs (whether maintained by FHFA or another agency or entity) that rely upon the compromised information; and
c. The disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with FHFA's efforts to respond to the suspected or confirmed compromise and prevent, minimize or remedy such harm.

15. The National Archives and Records Administration and the General Services Administration for records management inspections, surveys, and studies and to determine whether the records have sufficient historical or other value to warrant accessioning into the National Archives of the United States.

16. FHFA personnel having a need for access to the records to perform their official functions.

17. A consultant, person, or entity that contracts or subcontracts with FHFA, to the extent necessary for the performance of the contract or subcontract and consistent with the purpose of the system, provided that the person or entity acknowledges in writing that it is required to maintain Privacy Act safeguards for the information.

18. The U.S. Department of the Treasury, Federal debt collection centers, other appropriate Federal agencies, and private collection contractors or other third parties authorized by law, for the purpose of collecting or assisting in the collection of delinquent debts owed to FHFA or the Federal government. Disclosure will be limited to the individual's name, Social Security number, and other information necessary to establish the identity of the individual, and the existence, validity, amount, status, and history of the debt.

19. The U.S. Department of the Treasury to effect issuance of wage payments through electronic funds transfer.

20. The Internal Revenue Service and Social Security Administration.

21. Federal, state and local agencies to assist in processing unemployment claims and enforcing child and spousal support obligations.

22. Federal, state and local government authorities, medical personnel, first responders and other emergency services personnel, and contractors, agency employees or others as necessary for continuity of operations planning, testing and execution, to ensure personnel accountability, or to respond to medical or other emergency situations.

23. Federal agencies as a data source for management information through the production of summary descriptive statistics and analytical studies in support of the functions for which the records are maintained or for related studies.

DISCLOSURE TO CONSUMER REPORTING AGENCIES:

In accordance with the Privacy Act (5 U.S.C. 552a(b)(12)), disclosures may be made to "consumer reporting agencies" as defined in 31 U.S.C. 3701(a)(3) to aid in the collection of outstanding debts owed to the Federal Government. After following the prerequisites of 31 U.S.C. 3711, FHFA may disclose information necessary to establish the identity of the individual responsible for the claim, including name, address and taxpayer identification number, the amount, status and history of the claim, and the agency or program under which the claim arose.

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

Records in this system are stored on paper, microform or in electronic media.

RETRIEVABILITY:

By name, social security number or other assigned identifier.

SAFEGUARDS:

Records are maintained in controlled access areas. Identification cards are verified to ensure that only authorized personnel are present. Electronic records are protected by restricted access procedures, including the use of passwords and sign-on protocols that periodically are changed. Only employees whose official duties require access are allowed to view, administer and control these records.

RETENTION AND DISPOSAL:

Records are maintained in accordance with National Archives and Records Administration retention schedules. Paper and microform records ready for disposal are destroyed by shredding or maceration. Records in electronic media are electronically erased using accepted techniques.

SYSTEM MANAGER(S) AND ADDRESS:

Office of Budget and Financial Management, Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, and any alternate work site utilized by employees of the Federal Housing Finance Agency (FHFA) or by individuals assisting such employees.

NOTIFICATION PROCEDURES:

Direct inquiries to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204

RECORD ACCESS PROCEDURES:

Direct requests to the Privacy Act Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

CONTESTING RECORD PROCEDURES:

Direct requests to the Privacy Act Appeals Officer by mail at Federal Housing Finance Agency, 400 7th Street SW, Washington, D.C. 20024, or electronically at <https://www.fhfa.gov/AboutUs/FOIAPrivacy/Pages/Privacy.aspx> in accordance with the procedures set forth in 12 CFR part 1204.

RECORD SOURCE CATEGORIES:

Information is provided by the subject of the record, authorized representatives, supervisors, employers, other employees, other Federal, State or local agencies, and commercial entities.

EXEMPTIONS CLAIMED FOR THE SYSTEM:

None.