

A0405-10q CE

System name:

Homeowners Assistance Case Files (April 28, 1993, 58 FR 25818).

System location:

Chief of Engineers, Headquarters U.S. Army Corps of Engineers, ATTN: CERE-R, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.

Segments of this system are also at Corps of Engineers Major Subordinate Commands and District Commands. Official mailing addresses are published as an appendix to the Army's compilation of systems of records notices.

Categories of individuals covered by the system:

Eligible federal civilian employees and military personnel who submit personal and financial information to apply for homeowners assistance benefits.

Categories of records in the system:

Documents relating to the application of persons sustaining losses in real estate because of closure or reduction of military bases; e.g., applicant's name; Social Security Number; property address; employment verification; income and expense figures; information concerning offer to sell real property or similar written offer; negotiator's report; title evidence and opinions; surveys, leases; Certificate of Inspection and Possession; Payment and Closing Sheet and Receipt for US Treasurer's check; market impact data; insurance and tax data; Disclaimer by Person of Possession; DD Form 1607 (Application for Homeowners' Assistance); FHA Form 1174 (Transmittal of Recorded Deed and Title Assembly-Military Acquisition); appraisal reports, appraisal price, purchase price, benefits, docket sheets, questionnaires, copies of deeds and mortgages, mortgage settlement data, evidence of proof of ownership and occupancy of residence, applicant appeals and final decisions thereon, comparable forms and related correspondence.

Authority for maintenance of the system:

Section 1013, Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754, 80 Stat. 1290 (1966), (42 U.S.C. 3374), as amended; and E.O. 9397 (SSN).

Purpose(s):

To process applications for homeowners assistance benefits and consider appeals; to review market studies and appraisals; to review final title assemblies of deeds of conveyance to the Government for properties acquired under the program.

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, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

Department of Housing and Urban Development/FHA when assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense.

FHA/Department of Veterans Affairs in accepting subsequent purchaser in private sales when property is encumbered by a mortgage loan guaranteed or insured by them.

Department of Justice to review final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Pub L. 91-393.

Internal Revenue Service (IRS) to determine tax liability for sale of property to the Government.

The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tapes/disks; cards and weekly print outs.

Retrievability:

By applicant's name; Social Security Number; application number; street address; type of employment i.e. civilian or armed services member; and installation name.

Safeguards:

All information is protected by physical security devices which include guards to the buildings and limited access only to authorized personnel having official need therefor. Access or update of information in automated media is by a system of passwords, thereby preserving integrity of the data.

Retention and disposal:

Files are destroyed 10 years after final action or decision on appeals, as applicable.

System manager(s) and address:

Chief of Engineers, Headquarters U.S. Army Corps of Engineers, ATTN: CERE-R, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.

Notification procedure:

Individuals seeking to determine whether information about themselves is contained in this system should address written inquiries to the Chief of Engineers, Headquarters U.S. Army Corps of Engineers, ATTN: CERE-R, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.

Individuals must provide their full name, current address and telephone number, Social Security Number, name and location of the installation closed or announced for closure, and signature.

Record access procedures:

Individuals seeking access to information about themselves contained in this system should address written inquiries to the Chief of Engineers, Headquarters U.S. Army Corps of Engineers, ATTN: CERE-R, 20 Massachusetts Avenue, NW, Washington, DC 20314-1000.

Individuals must provide their full name, current address and telephone number, Social Security Number, name and location of the installation closed or announced for closure, and signature.

Contesting record procedures:

The Army's rules for accessing records, and for contesting contents and appealing initial agency determinations are contained in Army Regulation 340-21; 32 CFR part 505; or may be obtained from the systems manager.

Record source categories:

From the individual.

Exemptions claimed for the system:

None.