



PRIVACY IMPACT ASSESSMENT (PIA)

For the

REMIS - Real Estate Management Information System

Headquarters, US Army Corps of Engineers (HQ USACE)

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- (1) Yes, from members of the general public.
- (2) Yes, from Federal personnel* and/or Federal contractors.
- (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

SECTION 2: PIA SUMMARY INFORMATION

a. Why is this PIA being created or updated? Choose one:

- New DoD Information System
- Existing DoD Information System
- Significantly Modified DoD Information System
- New Electronic Collection
- Existing Electronic Collection

b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?

- Yes, DITPR Enter DITPR System Identification Number
- Yes, SIPRNET Enter SIPRNET Identification Number
- No

c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?

- Yes No
- If "Yes," enter UPI

If unsure, consult the Component IT Budget Point of Contact to obtain the UPI.

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

A Privacy Act SORN is required if the information system or electronic collection contains information about U.S. citizens or lawful permanent U.S. residents that is retrieved by name or other unique identifier. PIA and Privacy Act SORN information should be consistent.

- Yes No
- If "Yes," enter Privacy Act SORN Identifier

DoD Component-assigned designator, not the Federal Register number.
Consult the Component Privacy Office for additional information or
access DoD Privacy Act SORNs at: <http://www.defenselink.mil/privacy/notices/>

or

- Date of submission for approval to Defense Privacy Office
Consult the Component Privacy Office for this date.

e. Does this DoD information system or electronic collection have an OMB Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

Yes

Enter OMB Control Number

DAEN-RE-18

Enter Expiration Date

N/A

No

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

PL 91-646, 14 Jul 2014, "Uniform Relocation Assistance and Real Properties Acquisitions Policies Act of 1970"
ER 405-1-16, 31 Jan 2014, "Real Estate Relocation Assistance Program", Chapter 6

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

The Real Estate Management Information System (REMIS) is an enterprise automated information system that provides USACE real estate staff with a comprehensive, uniform method of recording, storing, retrieving and reporting information related to USACE life-cycle real estate transactions and activities at civil works projects, military installations, and other Federal agencies.

REMIS shares tables with the Corps of Engineers Financial Management System (CEFMS), which generates revenue by producing bills for outgrants recorded in REMIS. REMIS also interfaces with CEFMS for the capitalization of real property assets and is in compliance with the CFO Act of 1990.

One of the primary purposes of REMIS is accountability of government acquisition of real property. A person displaced as a result of the acquisition, may apply to the USACE Relocation Assistance Program for relocation assistance. While the USACE Relocation Assistance Program does not use REMIS as a system of record, certain relocation assistance data that relates directly to the acquired real property is recorded in REMIS. Such data collected into REMIS from the form includes applicant name, home address, and, if applicable, spouse name. While the information is voluntary, if the information is not provided by the applicant, it may impact eligibility for assistance. Additionally, phone number is also collected, if available on the ENG Form 4436, to assist with payment processing.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

Exposure of stored personal data would reveal name, potentially home location, and potentially spouse name of a displace person. System safeguards describe in section 3d ensure that data is only accessible on a need-to-know basis by authorized system users.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

Within the DoD Component.

Specify.

Other DoD Components.

Specify.

Other Federal Agencies.

Specify.

State and Local Agencies.

Specify.

N/A

- Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

N/A

- Other** (e.g., commercial providers, colleges).

Specify.

N/A

i. Do individuals have the opportunity to object to the collection of their PII?

Yes

No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

The applicant can object to entering all or some of their PII. Withholding of a spouse name may not impact determination of benefit, however if a displaced person was displaced from their home residence, withholding home address could prevent determination of eligibility. As stated on the form:
"The applicant can object to entering all or some of their PII, however if they do they will not be able to participate in the program."

(2) If "No," state the reason why individuals cannot object.

N/A

j. Do individuals have the opportunity to consent to the specific uses of their PII?

Yes

No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

N/A

(2) If "No," state the reason why individuals cannot give or withhold their consent.

The information is used for only one purpose and that is for determination of eligibility. Since the individual is the one entering the data on the form, signing the form provides consent for the only purpose for which the

information will be used.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

- Privacy Act Statement Privacy Advisory
 Other None

Describe each applicable format.

Authority: Title II, Public Law 91-646 (84 Stat 1894) - The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Principal Purpose(s): As soon as practicable after acquisition action is commenced, the Preliminary Relocation Data Form will be prepared for each owner, tenant, or other person living on the premises who is not a member of the owner's or tenant's family, for the purpose of (1) obtaining information relative to each prospective applicant for later use in processing his / her application at the time of his/her relocation, and (2) for the purpose of being informed on the scope of relocation assistance involved.

Routine Uses: This form is an administrative tool used in processing a displaced person's application for assistance at the time of his/her relocation and for the purpose of determining what type of assistance will be provided (such as moving expenses, replacement housing payment for tenants and homeowners, and relocation advisory services.) Estimated costs are entered on the form. This form and any supporting documents relating to the application will be retained by the District Engineer for not less than three years; in appeal cases the record is permanent.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: The applicant discloses the data on a VOLUNTARY basis. The Corps of Engineers cannot, however, authorize a payment under the act unless the applicant demonstrates that he / she qualifies for the payment.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.