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federal register

WEDNESDAY, SEPTEMBER 21, 1977

highlights

"THE FEDERAL REGISTER—WHAT IT IS AND HOW TO USE IT"

Workshops include a brief history of the FEDERAL REGISTER, the difference between legislation and regulations, the relationship of the FEDERAL REGISTER to the Code of Federal Regulations, the elements of a typical FEDERAL REGISTER document, and an introduction to the finding aids.

OUT OF TOWN WORKSHOPS PREVIOUSLY ANNOUNCED

St. Louis, Mo. 9–28 and 9–29–77
(Details: 42 FR 42719, 8–24–77)
For reservations call: Delores O'Guin
at (314) 425–4106

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The six-month trial period ended August 6. The program is being continued on a voluntary basis (see OFR notice, 41 FR 32914, August 6, 1976). The following agencies have agreed to remain in the program:

Monday	Tuesday	Wednesday	Thursday	Friday
NRC	USDA/ASCS		NRC	USDA/ASCS
DOT/COAST GUARD	USDA/APHIS		DOT/COAST GUARD	USDA/APHIS
DOT/NHTSA	USDA/FNS		DOT/NHTSA	USDA/FNS
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DOT/OHMO	CSC		DOT/OHMO	CSC
DOT/OPSO	LABOR		DOT/OPSO	LABOR
	HEW/ADAMHA			HEW/ADAMHA
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	HEW/FDA			HEW/FDA
	HEW/HRA			HEW/HRA
	HEW/HSA			HEW/HSA
	HEW/NIH			HEW/NIH
	HEW/PHS			HEW/PHS

Documents normally scheduled on a day that will be a Federal holiday will be published the next work day following the holiday.

Comments on this program are still invited. Comments should be submitted to the Day-of-the-Week Program Coordinator, Office of the Federal Register, National Archives and Records Service, General Services Administration, Washington, D.C. 20408.

ATTENTION: For questions, corrections, or requests for information please see the list of telephone numbers appearing on opposite page.

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Truck-mounted solid waste compactors; noise emission standards:

New York, N.Y. (open), 9–27–77. 43226; 8–26–77

Salt Lake City, Utah (open), 9–29–77. 43226; 8–26–77

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Oil import regulations; guidelines for granting exception relief, Washington, D.C. (open with restrictions), 9–28–77..... 44244; 9–2–77

Synthetic natural gas feedstock allocation; amendments to regulations, Washington, D.C. (open), 9–26–77. 44551; 9–6–77

HEALTH, EDUCATION, AND WELFARE DEPARTMENT

Disease Control Center—

Coal mine health noise standard; Rockville, Md. (open), 9–29–77. 43646; 8–30–77

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GRAS Safety Review of Caffeine, Bethesda, Md. (open), 9–26–77. 36557; 7–15–77

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Cumberland Island National Seashore, Ga., wilderness study; Atlanta, Ga. (open with restrictions), 9–27–77. 41498; 8–17–77

INTERNATIONAL TRADE COMMISSION

Bolts, nuts, and large screws of iron or steel, Washington, D.C. (open), 9–29–77..... 32852; 6–28–77 [First published at 42 FR 32852, June 28, 1977]

SECURITIES AND EXCHANGE COMMISSION

Shareholder communications, shareholder participation in corporate electoral process and corporate governance; Washington, D.C. (open), 9–29–77..... 44860; 9–7–77

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Coast Guard—

Lifesaving equipment, Washington, D.C. (open), 9–30–77..... 45694; 9–12–77

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Internal Revenue Service—

Income tax; mergers and consolidations of plans and transfers of plan assets or liabilities, Washington, D.C. (open), 9–30–77.. 43412; 8–29–77

List of Public Laws

NOTE: No public bills which have become law were received by the Office of the Federal Register for inclusion in today's LIST OF PUBLIC LAWS.

presidential documents

Title 3—The President

PROCLAMATION 4521

Fire Prevention Week, 1977

By the President of the United States of America

A Proclamation

The United States of America and its people continue to be victims of destructive fires at a rate unmatched in the industrialized world. For this reason, it is essential that we all be aware of the potential for tragedy from fire and that we do all within our power to eradicate the threat of unwanted fire.

The most recent figures available indicate that about 7,500 Americans die, over 300,000 are injured, and more than $4 billion in property is lost annually because of fire. These fires occur in all areas of America, in homes, factories, offices, schools, nightclubs, prisons, and homes for elderly, and affect all Americans. Professional fire fighters bear a disproportionate burden of the human costs of fire; theirs is still one of the most hazardous professions in America. In addition, thousands of individuals face the dangers of fire without pay, as volunteer fire fighters.

Through the efforts of the fire services, concerned citizens, the private sector, and government, Americans are becoming increasingly aware of the problem, and some of its solutions.

NOW, THEREFORE, I, JIMMY CARTER, President of the United States of America, do hereby designate the week beginning October 9, 1977, as Fire Prevention Week.

I call upon all Americans to learn basic fire prevention and personal fire safety practices and to apply these safeguards to reduce the toll of death, burn injuries and property loss due to fire.

I urge all Federal, State and local agencies concerned with such national problems as energy conservation, environmental protection, and economic well-being to consider fully how their programs can help assure that all Americans live and work in an environment that is as safe as possible from the danger of fire.

I urge the continued cooperation of Government and the private sector in encouraging the use of smoke detection and fire suppression systems.

I call upon the members of the Joint Council of National Fire Service Organizations, the National Fire Protection Association, all other organizations concerned with fire safety, and the National Fire Prevention and Control Administration to provide the leadership, planning, and innovation necessary for an effective national fire prevention and control effort.

Finally, let us all recognize the valiant and determined efforts of the fire services, code enforcement officers, Federal officials, and State and local government officials in fire prevention and control.

IN WITNESS WHEREOF, I have hereunto set my hand this nineteenth day of September, in the year of our Lord nineteen hundred seventy-seven, and of the Independence of the United States of America the two hundred and second.

Jimmy Carter

[FR Doc.77-27609 Filed 9-19-77;12:49 pm]

rules and regulations

This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.

The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each month.

Title 5—Administrative Personnel

CHAPTER I—CIVIL SERVICE COMMISSION

PART 213—EXCEPTED SERVICE

Labor Department

AGENCY: Civil Service Commission.

ACTION: Final Rule.

SUMMARY: Two positions of Special Assistant to the Deputy Assistant Secretary for Employment Standards are excepted under Schedule C because they are confidential in nature.

EFFECTIVE DATE: September 21, 1977.

FOR FURTHER INFORMATION CONTACT:

William Bohling, 202–632–4533.

Accordingly, 5 CFR 213.3315(a)(63) is added as set out below:

§ 213.3315 Department of Labor.

(a) *Office of the Secretary.* * * *

(63) Two Special Assistants to the Deputy Assistant Secretary for Employment Standards.

(5 U.S.C. 3301, 3302; EO 10577, 3 CFR 1954–1958 Comp., p. 218.)

UNITED STATES CIVIL SERVICE COMMISSION,

JAMES C. SPRY,
Executive Assistant to the Commissioners.

[FR Doc.77-27743 Filed 9-20-77;9:15 am]

Title 7—Agriculture

SUBTITLE A—OFFICE OF THE SECRETARY OF AGRICULTURE

PART 2—DELEGATIONS OF AUTHORITY BY THE SECRETARY OF AGRICULTURE AND GENERAL OFFICERS OF THE DEPARTMENT

Exotic Organisms

AGENCY: Department of Agriculture.

ACTION: Final rule.

SUMMARY: This document delegates the authority of the Secretary of Agriculture contained in Executive Order 11987 to determine that the introduction of an exotic species of plants and animals or the exportation of a native species of plants or animals will not have an adverse effect on natural ecosystems, and the authority to consult with the Department of the Interior in that Department's development and implementation of procedures to implement Executive Order 11987. In addition minor editorial changes are made.

EFFECTIVE DATE: September 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Robert Siegler, Deputy Director, Research and Operations Division, Office of the General Counsel, U.S. Department of Agriculture, 202–447–6035.

SUPPLEMENTARY INFORMATION: Accordingly, Part 2, Subtitle A, Title 7, Code of Federal Regulations is amended as follows:

Subpart C—Delegations of Authority to the Deputy Secretary, Assistant Secretaries, the Director of Economics, Policy Analysis and Budget, and the Director, Office of Congressional and Public Affairs

Section 2.17 is amended by revising the introductory language in paragraph (b); by renumbering paragraph (b)(32) as (b)(31); and by adding a new paragraph (b)(32) to read as follows:

§ 2.17 Delegations of authority to the Assistant Secretary for Marketing Services.

* * * * *

(b) *Related to animal and plant health inspection.* Exercise the functions of the Secretary of Agriculture under the following authorities:

* * * * *

(32) Executive Order 11987.

* * * * *

Subpart F—Delegations of Authority by the Assistant Secretary for Marketing Services

Section 2.51 is amended by deleting the word "Acts" in the introductory portion of paragraph (a) and substituting in lieu thereof the word "authorities", and by adding a new paragraph (a)(33) to read as follows:

§ 2.51 Administrator, Animal and Plant Health Inspection Service.

(a) *Delegations.* * * *

* * * * *

(33) Executive Order 11987.

(5 U.S.C. 301 and Reorganization Plan No. 2 of 1953.)

For Subpart C:
Dated: September 16, 1977.

BOB BERGLAND,
Secretary of Agriculture.

For Subpart F:
Dated: September 16, 1977.

ROBERT H. MEYER,
Assistant Secretary for Marketing Services.

[FR Doc.77-27447 Filed 9-20-77;8:45 am]

CHAPTER IX—AGRICULTURAL MARKETING SERVICE (MARKETING AGREEMENTS AND ORDERS; FRUITS, VEGETABLES, NUTS), DEPARTMENT OF AGRICULTURE

[Orange Reg. 76, Grapefruit Reg. 78, Tangerine Reg. 49, Tangelo Reg. 49]

PART 905—ORANGES, GRAPEFRUIT, TANGERINES, AND TANGELOS GROWN IN FLORIDA

Grade and Size Regulations

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Final rule.

SUMMARY: These regulations specify minimum grade and size requirements for the period September 26, 1977, through November 13, 1977, applicable to the handling of Florida oranges, grapefruit, tangerines and tangelos. The regulations are necessary to ensure the shipment of fruit of acceptable quality and sizes in the interest of both growers and consumers. The action tends to promote orderly marketing conditions by preventing the adverse effect on the market which would be caused by shipment of lower-quality and smaller-size fruit. More than ample supplies of the more acceptable grades and sizes are available to serve consumers' needs.

EFFECTIVE DATE: September 26, 1977, through November 13, 1977.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Washington, D.C. 20250, 202–447–3545.

SUPPLEMENTARY INFORMATION: The minimum grade and size requirements are summarized in the following table:

TABLE

Variety	Domestic regulations		Export regulations	
	Minimum grade	Minimum diameter in inches (count size in ⅝ bushel carton)	Minimum grade	Minimum diameter in inches (count size in ⅝ bushel carton)
Early-Midseason oranges	U.S. No. 1	2⁹⁄₁₆ (size 125)	U.S. No. 1	2⁵⁄₁₆ (size 163).
Navel oranges	U.S. No. 1 golden	do	U.S. No. 1 golden	Do.
Temple oranges	U.S. No. 1	2⁹⁄₁₆ (size 125)	U.S. No. 1	Do.
Murcott honey oranges	Florida No. 1	2¹¹⁄₁₆ (size 120)	Florida No. 1	2⁵⁄₁₆ (size 150).
Valencia oranges	U.S. No. 1	2⁵⁄₁₆ (size 125)	U.S. No. 1	2⁵⁄₁₆ (size 163).
Seeded grapefruit	U.S. No. 1	3¹⁵⁄₁₆ (size 40)	U.S. No. 1	3⁵⁄₁₆ (size 48).
Seedless grapefruit	Improved No. 2	3⁵⁄₁₆ (size 48)	Improved No. 2	3⁵⁄₁₆ (size 64).
Tangerines	U.S. No. 1	2¹⁄₁₆ (size 210)	U.S. No. 1	2³⁄₁₆ (size 246).
Tangelos	U.S. No. 1	2⁹⁄₁₆ (size 125)	U.S. No. 1	2⁵⁄₁₆ (size 163).

Findings. (1) Pursuant to the marketing agreement and Order No. 905, both as amended (7 CFR Part 905), regulating the handling of oranges, grapefruit, tangerines, and tangelos grown in Florida, effective under the applicable provisions of the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674), and the recommendations of the committees established under the marketing agreement and order, and upon other available information, it is found that the regulation of shipments of oranges, including Navel, Temple and Murcott Honey oranges, Valencia, Lue Gim Gong, and similar late maturing oranges of the Valencia type, grapefruit, tangerines, and tangelos, as hereinafter provided, will tend to effectuate the declared policy of the act.

(2) The specified minimum grade and size requirements reflect the Department's appraisal of the need for regulation of the designated varieties of oranges, grapefruit, tangerines, and tangelos during the period September 26 through November 13, 1977, based on the available supply and current and prospective market demand conditions. Available data indicate that during the 1977–78 season fresh market outlets will take about 18,000 carlots of round oranges, 3,000 carlots of Temple oranges, 50 carlots of seeded grapefruit, 34,000 carlots of seedless grapefruit, 3,500 carlots of tangelos, 4,000 carlots of tangerines, and 1,850 carlots of murcotts.

The grade and size requirements for export shipments of oranges, grapefruit, tangerines and tangelos are necessary to assure the exportation of good-quality fruit and thereby aid the expansion of export markets.

It is concluded that the grade and size requirements hereinafter set forth are necessary to provide acceptable quality fruit in the interest of producers and consumers pursuant to the declared policy of the act.

(3) It is further found that it is impracticable and contrary to the public interest to give preliminary notice, engage in public rulemaking procedure, and postpone the effective date of these regulations until 30 days after publication in the FEDERAL REGISTER (5 U.S.C. 553) because the time intervening between the date when information became available upon which these regulations are based and the time when these regulations must become effective in order to effectuate the declared policy of the act is insufficient. A reasonable time is permitted, under the circumstances, for preparation for such effective time; and good cause exists for making the provisions effective as hereinafter set forth. Shipments of oranges, grapefruit, tangerines, and tangelos, grown in the production area, are presently subject to regulation by grades and sizes, under the marketing agreement and order; the recommendation and supporting information for regulation was promptly submitted to the Department after an open meeting of the Growers Administrative Committee on September 8, 1977; the meeting was held to consider recommendations for regulation, after giving due notice of the meeting, and interested persons were afforded an opportunity to submit their views at this meeting. The provisions of these regulations are identical with the recommendations of the committee, and information concerning the provisions and effective time has been provided to handlers of such fruits. It is necessary to make these regulations effective on September 26, 1977, in order to effectuate the declared policy of the act.

In consideration of the foregoing findings, the Department hereby establishes requirements for the handling of Florida oranges, grapefruit, tangerines, and tangelos (7 CFR 905.565—905.568) as follows:

§ 905.565 Orange Regulation 76.

Order. (a) During the period September 26, 1977, through November 13, 1977, no handler shall ship between the production area and any point outside thereof in the continental United States, Canada, or Mexico:

(1) Any oranges, except Navel oranges, Temple oranges, Murcott Honey oranges, and Valencia, Lue Gim Gong, and similar late maturing oranges of the Valenciat type, grown in the production area, which do not grade at least U.S. No. 1;

(2) Any oranges, except Navel oranges, Temple oranges, Murcott Honey oranges, and Valencia, Lue Gim Gong and similar late maturing oranges of the Valencia type, grown in the production area which are of a size smaller than 2⁵⁄₁₆ inches in diameter, except that a tolerance for such oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos: *Provided*, That such tolerance for such oranges shall be based only on those oranges in a lot which are of a size 2¹⁴⁄₁₆ inches in diameter or smaller;

(3) Any Navel oranges, grown in the production area, which do not grade at least U.S. No. 1 Golden;

(4) Any Navel oranges, grown in the production area, which are of a size smaller than 2⁵⁄₁₆ inches in diameter, except that a tolerance for Navel oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos;

(5) Any Temple oranges, grown in the production area, which do not grade at least U.S. No. 1;

(6) Any Temple oranges, grown in the production area, which are of a size smaller than 2⁵⁄₁₆ inches in diameter, except that a tolerance for Temple oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos;

(7) Any Murcott Honey oranges, grown in the production area, which do not grade at least Florida No. 1 grade for murcotts;

(8) Any Murcott Honey oranges, grown in the production area, which are of a size smaller than 2¹¹⁄₁₆ inches in diameter, except that a tolerance for Murcott Honey oranges smaller than such minimum diameter shall be permitted as specified in § 51.1818 of the United States Standards for Grades of Florida Tangerines;

(9) Any Valencia, Lune Gim Gong, and similar later maturing oranges of the Valencia type, grown in the production area, which do not grade at least U.S. No. 1; and

(10) Any Valencia, Lue Gim Gong, and similar late maturing oranges of the Valencia type, grown in the production area, which are of a size smaller than 2⁵⁄₁₆ inches in diameter, except that a tolerance for such oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos: *Provided*, That such tolerance for such oranges shall be based only on those oranges in a lot which are 2¹⁴⁄₁₆ inches in diameter or smaller.

(b) During the period September 26, 1977, through November 13, 1977, no handler shall ship to any destination outside the continental United States other than to Canada or Mexico:

(1) Any oranges, except Navel oranges, Temple oranges, Murcott Honey oranges, and Valencia, Lue Gim Gong and similar late maturing oranges of the Valencia type, grown in the production area, which do not grade at least U.S. No. 1;

(2) Any oranges, except Navel oranges, Temple oranges, Murcott Honey oranges, and Valencia, Lue Gim Gong and similar late maturing oranges of the Valencia type, grown in the production area, which are of a size smaller than 2⁹⁄₁₆ inches in diameter, except that a tolerance for such oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos;

(3) Any Navel oranges, grown in the production area, which do not grade at least U.S. No. 1 Golden;

(4) Any Navel oranges, grown in the production area, which are of a size smaller than 2 1/16 inches in diameter, except that a tolerance for Navel oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos;

(5) Any Temple oranges, grown in the production area, which do not grade at least U.S. No. 1;

(6) Any Temple oranges, grown in the production area, which are of a size smaller than 2 1/16 inches in diameter, except that a tolerance for Temple oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos;

(7) Any Murcott Honey oranges, grown in the production area, which do not grade at least Florida No. 1 grade for murcotts;

(8) Any Murcott Honey oranges, grown in the production area, which are of a size smaller than 2 5/16 inches in diameter, except that a tolerance for Murcott Honey oranges smaller than such minimum diameter shall be permitted as specified in § 51.1818 of the United States Standards for Grades of Florida Tangerines;

(9) Any Valencia, Lue Gim Gong, and similar late maturing oranges of the Valencia type, grown in the production area, which do not grade at least U.S. No. 1; and

(10) Any Valencia, Lue Gim Gong, and similar late maturing oranges of the Valencia type, grown in the production area, which are of a size smaller than 2 1/16 inches in diameter, except that a tolerance for such oranges smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos.

(c) Terms used in the marketing agreement and order shall, when used herein, have the same meaning as is given to the respective term in the marketing agreement and order; Florida No. 1 grade for murcotts shall have the same meaning as provided in Rule No. 20-35.03 of the Regulations of the Florida Department of Citrus, and all other terms relating to grade and diameter, as used herein, shall have the same meaning as is given to the terms in the revised United States Standards for Grades of Florida Oranges and Tangelos (7 CFR 51.1140-51.1180) or the revised United States Standards for Florida Tangerines (7 CFR 51.1810-51.1835).

§ 905.566 Grapefruit Regulation 78.

Order. (a) During the period September 26, 1977, through November 13, 1977, no handler shall ship between the production area and any point outside thereof in the continental United States, Canada, or Mexico:

(1) Any seeded grapefruit, grown in the production area, which do not grade at least U.S. No. 1;

(2) Any seeded grapefruit, grown in the production area, which are of a size smaller than 3 13/16 inches in diameter, except that a tolerance for seeded grapefruit smaller than such minimum diameter shall be permitted as specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit;

(3) Any seedless grapefruit, grown in the production area, which do not grade at least Improved No. 2; or

(4) Any seedless grapefruit, grown in the production area, which are of a size smaller than 3 9/16 inches in diameter, except that a tolerance for seedless grapefruit smaller than such minimum diameter shall be permitted as specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit.

(b) During the period September 26, 1977, through November 13, 1977, no handler shall ship to any destination outside the continental United States other than to Canada or Mexico:

(1) Any seeded grapefruit, grown in the production area, which do not grade at least U.S. No. 1;

(2) Any seeded grapefruit, grown in the production area, which are of a size smaller than 3 9/16 inches in diameter, except that a tolerance for seeded grapefruit smaller than such minimum diameter shall be permitted as specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit;

(3) Any seedless grapefruit, grown in the production area, which do not grade at least Improved No. 2; or

(4) Any seedless grapefruit, grown in the production area, which are of a size smaller than 3 5/16 inches in diameter, except that a tolerance for seedless grapefruit smaller than such minimum diameter shall be permitted as specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit.

(c) Terms used in the marketing agreement and order, including Improved No. 2 grade, shall, when used herein, have the same meaning as is given to the terms in the marketing agreement and order; and terms relating to grade, except Improved No. 2 grade, and diameter, as used herein, shall have the same meaning as is given to the terms in the United States Standards for Grades of Florida Grapefruit (7 CFR 51.750-51.784).

§ 905.567 Tangerine Regulation 49.

Order. (a) During the period September 26, 1977, through November 13, 1977, no handler shall ship between the production area and any point outside thereof in the continental United States, Canada, or Mexico:

(1) Any tangerines, grown in the production area, which do not grade at least U.S. No. 1; or

(2) Any tangerines, grown in the production area, which are of a size smaller than 2 1/16 inches in diameter, except that a tolerance for tangerines smaller than such minimum diameter shall be permitted as specified in § 51.1818 of the United States Standards for Grades of Florida Tangerines.

(b) During the period September 26, 1977, through November 13, 1977, no handler shall ship to any destination outside the continental United States other than to Canada or Mexico:

(1) Any tangerines, grown in the production area, which do not grade at least U.S. No. 1, or

(2) Any tangerines, grown in the production area, which are of a size smaller than 2 5/16 inches in diameter, except that a tolerance for tangerines smaller than such minimum diameter shall be permitted as specified in § 51.1818 of the United States Standards for Grades of Florida Tangerines.

(c) Terms used in the marketing agreement and order shall, when used herein, have the same meaning as is given to the terms in the marketing agreement and order; and terms relating to grade and diameter, as used herein, shall have the same meaning as is given to the terms in the revised United States Standards for Grades of Florida Tangerines (7 CFR 51.1810-51.1835).

§ 905.568 Tangelo Regulation 49.

Order. (a) During the period September 26, 1977, through November 13, 1977, no handler shall ship between the production area and any point outside thereof in the continental United States, Canada, or Mexico:

(1) Any tangelos, grown in the production area, which do not grade at least U.S. No. 1; or

(2) Any tangelos, grown in the production area, which are of a size smaller than 2 5/16 inches in diameter, except that a tolerance for tangelos smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos.

(b) During the period September 26, 1977, through November 13, 1977, no handler shall ship to any destination outside the continental United States other than to Canada or Mexico:

(1) Any tangelos, grown in the production area, which do not grade at least U.S. No. 1; or

(2) Any tangelos, grown in the production area, which are of a size smaller than 2 1/16 inches in diameter, except that a tolerance for tangelos smaller than such minimum diameter shall be permitted as specified in § 51.1152 of the United States Standards for Grades of Florida Oranges and Tangelos.

(c) Terms used in the marketing agreement and order shall, when used herein, have the same meaning as is given to the terms in the marketing agreement and order; and terms relating to grade and diameter, as used herein, shall have the same meaning as is given to the terms in the revised United States Standards for Grades of Florida Oranges and Tangelos (7 CFR 51.1140-51.1180).

(Secs. 1-19, 48 Stat. 31, as amended; 7 U.S.C. 601-674.)

Dated: September 16, 1977, to become effective September 26, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27491 Filed 9-20-77;8:45 am]

PART 932—OLIVES GROWN IN CALIFORNIA

Expenses, Rate of Assessment, and Carryover of Unexpended Funds

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Final rule.

SUMMARY: This regulation authorizes expenses of $675,000, fixes a rate of assessment of $12.00 per ton of olives handled for the functioning of the Olive Administrative Committee for the 1977–78 fiscal year, and approves carrying over unexpended assessment funds from the previous fiscal year as a reserve. The committee is established under a Federal marketing order program regulating olives grown in California. This regulation enables the committee to collect assessments from handlers on all assessable olives handled and to use the resulting funds for its expenses.

DATES: Effective for the period September 1, 1977, through August 31, 1978.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service, U.S. Department of Agriculture, Washington, D.C. 20250, telephone 202–447–3545.

SUPPLEMENTARY INFORMATION: On August 30, 1977, notice of proposed rulemaking was published in the FEDERAL REGISTER (42 FR 43640) regarding proposed expenses, rate of assessment, and carryover of unexpended funds, under marketing order No. 932 (7 CFR Part 932) regulating olives grown in California. This notice allowed interested persons to submit written comments pertaining to the proposal until September 14, 1977. None were submitted. This regulatory program is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674).

After consideration of all relevant matter presented, including the proposal set forth in the notice, which was submitted by the Olive Administrative Committee (established under the marketing order), it is found and determined that:

§ 932.212 Expenses, rate of assessment, and carryover of unexpended funds.

(a) *Expenses.* Expenses that are reasonable and likely to be incurred by the Olive Administrative Committee during the period September 1, 1977, through August 31, 1978, will amount to $675,000.

(b) *Rate of Assessment.* The rate of assessment for that period, payable by each first handler in accordance with § 932.39, is fixed at $12.00 per ton of olives.

(c) *Reserve.* Unexpended assessment funds in excess of expenses incurred during the fiscal year ending August 31, 1977, shall be carried over as a reserve in accordance with the applicable provisions of § 932.40.

It is further found that good cause exists for not postponing the effective date of this action until 30 days after publication in the FEDERAL REGISTER (5 U.S.C. 553) in that: (1) The relevant provisions of the marketing order require that the rate of assessment fixed for a particular fiscal year shall be applicable to all assessable olives from the beginning of that year; and (2) the current fiscal year began on September 1, 1977, and the rate of assessment herein fixed will automatically apply to all assessable olives beginning with that date.

(Secs. 1–19, 48 Stat. 31, as amended, 7 U.S.C. 601–674.)

Dated: September 16, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27394 Filed 9-20-77;8:45 am]

[Grapefruit Reg. 18]

PART 944—FRUITS; IMPORT REGULATIONS

Grapefruit; Grade and Size Requirements

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Final rule.

SUMMARY: This regulation prescribes minimum grade and size requirements for imported grapefruit as follows: Imported seeded grapefruit—U.S. No. 1 and $3^{12}/_{16}$ inches in diameter; and imported seedless grapefruit—Improved No. 2 and $3^{9}/_{16}$ inches in diameter. These requirements are the same as those for grapefruit produced in Florida and regulated under Marketing Order No. 905. The regulation is required by Federal law.

EFFECTIVE DATE: September 26, through November 13, 1977.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Washington, D.C. 20250; telephone 202–447–3545.

SUPPLEMENTARY INFORMATION: This regulation is consistent with Section 8e of the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674). This section requires that whenever specified commodities, including grapefruit, are regulated under a federal marketing order, imports of that commodity must meet the same or comparable grade, size, quality, or maturity requirements as those in effect for the domestically produced commodity. This regulation establishes the same grade and size requirements on imported seeded and seedless grapefruit as are effective under Marketing Order No. 905, as amended (7 CFR Part 905), regulating the handling of oranges, grapefruit, tangerines, and tangelos grown in Florida.

It is found that it is impracticable, unnecessary, and contrary to the public interest to give preliminary notice, engage in public rulemaking procedure, and postpone the effective time of this regulation beyond that herein specified (5 U.S.C. 553) in that (a) the requirements of this import regulation are imposed pursuant to section 8e of the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601–674), which makes such regulation mandatory; (b) this regulation fixes the same requirements on imports of seeded and seedless grapefruit as are applicable under Grapefruit Regulation 78 (§ 905.566); (c) Notice hereof in excess of three days, the minimum that is prescribed by section 8e, is given regarding this import regulation; and (d) such notice is determined, under the circumstances, to be reasonable.

§ 944.114 Grapefruit Regulation 18.

(a) During the period September 26, 1977, through November 13, 1977, the importation into the United States of any grapefruit is prohibited unless such grapefruit is inspected and meets the following requirements:

(1) Seeded grapefruit shall grade at least U.S. No. 1 and be of a size not smaller than $3^{12}/_{16}$ inches in diameter, except that a tolerance for seeded grapefruit smaller than such minimum diameter shall be permitted, which tolerance shall be applied in accordance with the provisions for the application of tolerances specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit; and

(2) Seedless grapefruit shall grade at least Improved No. 2 and be of a size not smaller than $3^{9}/_{16}$ inches in diameter, except that a tolerance for seedless grapefruit smaller than such minimum diameter shall be permitted, which tolerance shall be applied in accordance with the provisions for the application of tolerances specified in § 51.761 of the United States Standards for Grades of Florida Grapefruit. ("Improved No. 2" shall mean grapefruit grading at least U.S. No. 2 and also meeting the requirements of the U.S. No. 1 grade as to shape (form) and color.)

(b) The Federal or Federal-State Inspection Service, Fruit and Vegetable Division, Food Safety and Quality Service, United States Department of Agriculture, is designated as the governmental inspection services for certifying the grade, size, quality, and maturity of grapefruit that are imported into the United States. Inspection by the Federal or Federal-State Inspection Service with evidence thereof in the form of an official inspection certificate, issued by the services, applicable to the particular ship-

ment of grapefruit, is required on all imports of grapefruit. The inspection and certification services will be available upon application in accordance with the rules and regulations governing inspection and certification of fresh fruits, vegetables, and other products (7 CFR Part 51) but, since inspectors are not located in the immediate vicinity of some of the small ports of entry, such as those in southern California, importers of grapefruit should make arrangements for inspection, through one of the following offices, at least the specified number of days prior to the time when the grapefruit will be imported:

Ports	Office	Advance notice (days)
All Texas points	Leo M. Denbo, 506 South Nebraska Ave., San Juan, Tex. 78508, phone 512-787-4091; or Charles Parrigon, 724 East Overland, El Paso, Tex. 79901, phone 915-543-7723.	1
All New York points	Carmine J. Cavallo, room 28A, Hunts Point Market, Bronx, N.Y. 10474, phone 212-991-7668 and 212-991-7669; or Charles D. Renick, 176 Niagara Frontier Food Terminal, room 8, Buffalo, N.Y. 14206, phone 716-824-1585.	1
All Arizona points	Charles R. Everette, 225 Terrace Ave., Nogales, Ariz. 85621, phone 602-287-2902.	1
All Florida points	Bennie C. Tiner, 1350 Northwest 12th Ave., room 530, Miami, Fla. 33136, phone 305-324-6116; or Cecil B. Brantley, 550 3d St., NW., Winter Haven, Fla. 33880; phone 813-294-2089; or Bobby E. Stafford unit 46, 3335 North Edgewood Ave., Jacksonville, Fla. 32205, phone 904-354-5983.	1
All California points	T. A. Trombatore, 784 South Central Ave., room 266, Los Angeles, Calif. 90021, phone 213-688-2489.	3
All Louisiana points	Leonard E. Mixon, 5027 Federal Office Bldg., 701 Loyola Ave., New Orleans, La. 70113, phone 504-589-6741.	1
All other points	Michael A. Castille, Fruit and Vegetable Division, FSQS—USDA, Washington, D.C. 20250, phone 202-447-5870.	3

(c) Inspection certificates shall cover only the quantity of grapefruit that is being imported at a particular port of entry by a particular importer.

(d) The inspection performed, and certificates issued, by the Federal or Federal-State Inspection Service shall be in accordance with the rules and regulations of the Department governing the inspection and certification of fresh fruits, vegetables, and other products (7 CFR Part 51). The cost of any inspection and certification shall be borne by the applicant.

(e) Each inspection certificate issued for grapefruit to be imported into the United States shall set forth, among other things:

(1) The date and place of inspection;

(2) The name of the shipper, or applicant;

(3) The commodity inspected;

(4) The quantity of the commodity covered by the certificate;

(5) The principal identifying marks on the container;

(6) The railroad car initials and number, the truck and the trailer license number, the name of the vessel, or other identification of the shipment; and

(7) The following statement if the facts warrant: Meets U.S. import requirements under section 8e of the Agricultural Marketing Agreement Act of 1937, as amended.

(f) Notwithstanding any other provisions of this regulation any importation of grapefruit which, in the aggregate, does not exceed five standard boxes, equivalent to 1⅗ bushels each, or equivalent quantity, may be imported without regard to the restrictions specified herein.

(g) It is determined that imports of grapefruit, during the effective time of this regulation, are in most direct competition with grapefruit grown in the State of Florida. The requirements of this section are the same as those being made effective for grapefruit grown in Florida.

(h) No provisions of this section shall supersede the restrictions or prohibitions on grapefruit under the Plant Quarantine Act of 1912.

(i) Nothing contained in this regulation shall preclude any importer from reconditioning, prior to importation, any shipment of grapefruit for the purpose of making it eligible for importation.

(j) Terms used herein relating to grade, except Improved No. 2 grade, and diameter shall have the same meaning as in the United States Standards for Grades of Florida Grapefruit (7 CFR 51.750-51.784). Improved No. 2 shall mean the same as in the marketing agreement and Order No. 905, both as amended (7 CFR Part 905). Importation means release from custody of the United States Customs Service.

(Secs. 1-19, 48 Stat. 31, as amended; 7 U.S.C. 601-674.)

Dated, September 16, 1977, to become effective September 26, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27490 Filed 9-20-77;8:45 am]

Title 17—Commodity and Securities Exchanges

CHAPTER II—SECURITIES AND EXCHANGE COMMISSION

[Release No. 34-13962; File No. S7-676]

PART 240—GENERAL RULES AND REGULATIONS, SECURITIES EXCHANGE ACT OF 1934

Recordkeeping by Brokers and Dealers

AGENCY: Securities and Exchange Commission.

ACTION: Rule amendment.

SUMMARY: The Commission today amended its rules to require outside service bureaus used by broker-dealers for the preparation or maintenance of records to file with the Commission an undertaking that broker-dealer records that they prepare or maintain are subject to examination by the Commission and acknowledging that such records are the property of the broker-dealer. The Commission has found that, in situations where a broker-dealer or its outside service bureau is experiencing financial difficulty, the records of the broker-dealer have not always been available to the broker-dealer or to the Commission. The amendment is intended to assure that such records are available for examination.

EFFECTIVE DATE: January 1, 1978.

FOR FURTHER INFORMATION CONTACT:

Nelson S. Kibler, Assistant Director, Division of Market Regulation, Securities and Exchange Commission, Washington, D.C. 20549 (202-755-1390).

SUPPLEMENTARY INFORMATION: In February 1977,[1] the Commission proposed an amendment to § 240.17a-4 to add a new paragraph (i) which would require the filing with the Commission of a written agreement entered into between a broker-dealer and its outside service bureau, and a written undertaking by such service bureau, specifying that the records prepared or maintained for the broker-dealer are the property of such broker-dealer, that such records are subject to examination by the Commission or its designee, and that copies of such records shall be promptly furnished upon request to the Commission or its designee.

Comments received were carefully considered in the formulation of the final amendment.

Some commentors indicated a concern that the proposed rule could expose broker-dealers and service bureaus to additional costs over which they would have no control. Several of those commentors suggested that the Commission's right of examination of the records at the service bureau be conditioned on the unavailability of the records at the office of the broker-dealer or on prior notice to the broker-dealer. Another commentor suggested that the burden of supplying the records should be placed on the broker-dealer, who could "order" them from the service bureau.

The Commission intends generally to conduct examinations at service bureaus only under circumstances where it has been ascertained that the records of the broker-dealer are not otherwise available. Accordingly, the Commission expects that, in most instances, broker-dealers will be on notice prior to an examination of their records at the service bureau. Since it is not the Commission's policy to give advance notice of examinations to broker-dealers, however, the Commission does not consider it appropriate to "order" records from the service bureau through the broker-dealer.

[1] Securities Exchange Act Release No. 13273 (February 18, 1977) 42 FR 10698 (February 23, 1977).

Several commentors also stated that the service bureau should be required to provide the records to the broker-dealer or the Commission only upon payment of its fees and charges. The Commission notes that the proposed rule is intended to assure the accessibility of broker-dealer records in situations where, for example, a service bureau refuses to surrender the records due to nonpayment of fees. In such situations lack of access to the records of a broker-dealer would hinder the Commission and the broker-dealer's designated examining authority in the performance of their oversight responsibilities and could impede the activities of a SIPC trustee or a receiver appointed for the broker-dealer. The Commission recognizes the right of service bureaus to be paid for their services and expects broker-dealers to honor their obligations. In order to assure the protection of customers, however, the records of a broker-dealer must be available at all times for examination by the Commission or its designees. In light of that regulatory intent, the Commission believes that the suggested stipulation of payment would be inappropriate.

Several commentors suggested changes with regard to the proposed filing requirements. Suggestions made were that the broker-dealer file the undertaking for the service bureau, that the undertaking be included in the agreement as one filing, that the designated examining authority be a co-recipient of the filings, and that no filings be required. In considering those suggestions, the Commission has determined to revise the proposed rule to eliminate the requirement of a separate agreement between the broker-dealer and the service bureau and to incorporate the substance of the agreement in the written undertaking of the service bureau. The undertaking of the service bureau is expected to be made directly in favor of the Commission. Therefore, filing with the Commission of that undertaking by the service bureau is necessary.

A question of interpretation was raised by several commenting service bureaus who stated that they prepare but do not "maintain" broker-dealer records. One commentor opined that service bureaus that only prepare the records should not be required to file an undertaking with the Commission. The Commentors indicated that once the records are prepared, hard copy is furnished to the broker-dealer, the service bureau retaining only the tapes or disks from which the hard copy is produced. Because the records of a broker-dealer may not always be available at his offices, the Commission considers it appropriate that an undertaking be filed by all service bureaus that prepare or maintain broker-dealer records, whether in hard copy, tape, disk, or other media. Such an undertaking will serve to assure that the records of the broker-dealer are available to the Commission for examination under all circumstances.

The Securities Investor Protection Corp. ("SIPC") suggested that the service bureau undertaking provide that a SIPC trustee appointed for the broker-dealer shall be permitted to examine, and shall be furnished with copies of, the records of the broker-dealer. The Commission recognizes that a SIPC trustee must have access to a broker-dealer's records in order to ascertain what is owed to customers. Circumstances may also dictate that other parties, such as a court-appointed receiver or a self-regulatory organization, examine a broker-dealer's records. The Commission considers it appropriate, however, that SIPC trustees and other interested parties be Commission designees rather than named parties in the rule. In that regard, the Commission notes that the examining authority for a broker-dealer and a trustee appointed for a broker-dealer pursuant to the Securities Investor Protection Act of 1970 shall be, with regard to such broker-dealer, designees of the Commission for purposes of § 240.17a-4(i).

Statutory Basis, Competitive Considerations and Effective Date

Pursuant to the Securities and Exchange Act of 1934, particularly sections 17(a) and 23(a) thereof, the Commission amends § 240.17a-4 of Chapter II of Title 17 of the Code of Federal Regulations in the manner set forth below, effective January 1, 1978. The Commission finds that no burden is imposed on competition by the adoption of this amendment.

Text of the Amendment

Section 240.17a-4 is amended by adding new paragraph (i) as follows:

§ 240.17a-4 Records to be preserved by certain exchange members, brokers and dealers.

* * * * *

(i) If the records required to be maintained and preserved pursuant to the provisions of §§ 240.17a-3 and 240.17a-4 are prepared or maintained by an outside service bureau, depository, bank which does not operate pursuant to § 240.17a-3(b)(2), or other recordkeeping service on behalf of the member, broker or dealer required to maintain and preserve such records, such outside entity shall file with the Commission a written undertaking in form acceptable to the Commission, signed by a duly authorized person, to the effect that such records are the property of the member, broker or dealer required to maintain and preserve such records and will be surrendered promptly on request of the member, broker or dealer and including the following provision:

With respect to any books and records maintained or preserved on behalf of [BD], the undersigned hereby undertakes to permit examination of such books and records at any time or from time to time during business hours by representatives or designees of the Securities and Exchange Commission, and to promptly furnish to said Commission or its designee true, correct, complete and current hard copy of any or all or any part of such books and records.

Agreement with an outside entity shall not relieve such member, broker or dealer from the responsibility to prepare and maintain records as specified in this section or in § 240.17a-3.

(Sec. 14, Pub. L. 94-29, 89 Stat. 137 (15 U.S.C. 78q); Sec. 18, Pub. L. 94-29, 89 Stat. 155 (15 U.S.C. 78w))

By the Commission.

George A. Fitzsimmons,
Secretary.

September 15, 1977.

[FR Doc.77-27478 Filed 9-20-77;8:45 am]

[Release No. 34-13943; File No. S7-711]

PART 249—FORMS, SECURITIES EXCHANGE ACT OF 1934

Annual Assessment Form for SECO Brokers and Dealers

AGENCY: Securities and Exchange Commission.

ACTION: Adoption of form.

SUMMARY: The Securities Exchange Act of 1934 authorizes the Commission to collect such reasonable fees and charges as may be necessary to defray the costs of additional regulatory duties required to be performed with respect to broker-dealers who are not members of the National Association of Securities Dealers, Inc. ("nonmember" or "SECO" broker-dealers). This form sets forth the annual schedule under which SECO broker-dealers are to be assessed for fiscal year 1977.

EFFECTIVE DATE: October 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Daniel Bateman, Division of Market Regulation, Room 353, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549 (202-755-1345).

SUPPLEMENTARY INFORMATION: The Securities and Exchange Commission announced today that it has adopted Form SECO-4-77 which sets forth the annual assessments payable to the Commission for fiscal year 1977 by registered broker-dealers who are not members of the National Association of Securities Dealers, Inc. Form SECO-4-77 was proposed and published for public comment on July 21, 1977 (Securities Exchange Act Release No. 13790, July 21, 1977, 42 FR 37982, July 26, 1977).

In adopting Form SECO-4-77, for this year, the Commission has determined to modify the annual SECO assessment schedule by reducing the gross income assessment from .375% to .2% for municipal securities transactions and .35% for other OTC securities transactions. The annual base member assessment and the annual personnel assessment ($250 and $5, respectively) will remain unchanged. The distinction between the levies on municipal and other OTC securities income has been made because the Commission is relieved of certain rulemaking functions as to SECO firms and associated persons by the Munici-

pal Securities Rulemaking Board ("MSRB"). The MSRB has established fixed and variable fees to defray the costs of its regulatory activities in the municipal securities area which must be paid to that Board by firms engaging in that type of business.

NOTICE OF DUE DATE FOR FILING FORM SECO-4-77

SECO broker-dealers filing Form SECO-4-77 and annual assessments should note that although the due date printed on the Form is September 1, 1977, such broker-dealers are not required to file the Form or remit the assessment payable until October 21, 1977.

STATUTORY BASIS FOR COMPETITIVE CONSIDERATIONS

The modifications of 1977 assessments for SECO broker-dealers are adopted pursuant to the Securities Exchange Act of 1934 and particularly sections 15(b)(7), 15(b)(8), 17(a) and 23(a) thereof. The Commission finds that any burden imposed upon competition by the proposed amendments is necessary and appropriate in furtherance of the purposes of the Act, particularly to implement the Commission's continuing mandate under section 15(b)(8) to collect such reasonable fees and charges as may be necessary to defray the costs of the specified regulatory duties required to be performed with respect to nonmember broker-dealers.

Accordingly, Part 249 of Title 17 of the Code of Federal Regulations is amended by adding § 249.504k as follows:

§ 249.504k Form SECO-4-77, assessment and information form for registered brokers and dealers not members of a registered national securities association.

This form shall be filed on or before September 1, 1977, pursuant to § 240.15b-9-2 of this chapter, accompanied by the annual assessment fee required thereunder, for the fiscal year ended September 30, 1977, by every registered broker and dealer not a member of a registered national securities association.

Copies of the form have been filed with the Office of the Federal Register, and additional copies are available on request from the Commission.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 9, 1977.

[FR Doc.77-27480 Filed 9-20-77;8:45 am]

[Release No. IC-9932]

PART 271—INTERPRETATIVE RELEASES RELATING TO THE INVESTMENT COMPANY ACT OF 1940 AND GENERAL RULES AND REGULATIONS THEREUNDER

Division of Investment Management Interpretative Position Relating to Rights Offerings by Closed-End Investment Companies Below Net Asset Value

AGENCY: Securities and Exchange Commission.

ACTION: Statutory interpretation.

SUMMARY: The Commission has issued an interpretative position taken by its Division of Investment Management ("Division") to provide guidance for directors of closed-end investment companies contemplating rights offerings below net asset value. Several such companies have had discussions with the staff as to the applicability and meaning of the Investment Company Act of 1940 ("Act") as it relates to such offerings. For the benefit of these companies, and others similarly situated, the Division sets forth certain considerations which it deems important for directors in this connection, and also sets forth an interpretation of a statutory exception in the Act allowing offerings at below net asset value when made to existing shareholders.

EFFECTIVE DATE: Immediately.

FOR FURTHER INFORMATION CONTACT:

Michael S. Lichtenthal, Esq., Division of Investment Management, Securities and Exchange Commission, Washington, D.C. 20549, 202-755-7470.

SUPPLEMENTARY INFORMATION: Subject to narrow exceptions, closed-end investment companies are prohibited by the Investment Company Act of 1940 from increasing their asset base by selling shares at a price below net asset value.[1] Frequently, many such companies' shares trade at prices below net asset value.

Since prices at which public offerings of such shares could be made must as a practical matter be comparable to the value set in the securities markets, such companies may be precluded from increasing their asset base through an equity offering except through such statutorily provided exceptions as a vote of shareholders or an order of the Commission.

One of the exceptions to this restriction, which has been the subject of attention in recent months, permits sales below net asset value "in connection with an offering to the holders of one or more classes of its capital stock."[2] Several companies have had discussions with the Division with respect to the application of this exception as it relates to "transferable rights" offerings[3] wherein shares would be first offered to existing shareholders, but any shares not purchased by existing shareholders would be sold by the underwriters to the general public.

Since the exceptions in the 1940 Act for offerings below net asset value involve dilution of shareholders' assets, earnings, and relative voting power, they are designed for exceptional, and not routine, circumstances. Therefore, the Division believes that transferable rights offerings are not permitted under the exception mentioned above unless special circumstances can be shown, and it is expected that a very substantial majority of the shares will be purchased by existing shareholders. Furthermore, these offerings generally present difficult questions as to the fiduciary duties of directors. To assist persons who must deal with these issues, the Division, as a part of its continuing program of reviewing the regulation of investment companies under the Act, is setting forth herein certain of its views relating to offerings to shareholders at below net asset value.

SECTION 23(b)

Section 23(b) of the Act [15 U.S.C. 80a-23(b)] prohibits the sale of shares by a closed-end investment company at less than net asset value with certain exceptions. The legislative history of the Act indicates that the prohibition of section 23(b) is intended to protect existing shareholders of closed-end companies from having their interests diluted through sales of shares to the public below net asset value. The exceptions to that prohibition were added by Congress in recognition of the fact that certain rare circumstances might warrant the sales of shares below net asset value where the sale would be in the interest of the company and not to the

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[1] A "closed-end company" is a management company which neither offers nor has outstanding any redeemable securities. *See* Section 5 of the Investment Company Act of 1940 [15 U.S.C. 80a-5].

[2] *See* Section 23(b)(1) of the Act [15 U.S.C. 80a-23(b)(1)].

[3] A rights offering entities existing shareholders of a company to purchase additional shares of that company during a specified period of time at a specified price. Typically, in such an offering, one right would be issued for each share of stock held by shareholders, and a given number of rights would be required to subscribe for one share of stock. An offering of this nature might also contain an oversubscription privilege whereby subscription shares not purchased pursuant to a basic subscription privilege would be available for purchase subject to allotment among holders of record exercising the oversubscription privilege. Furthermore, a company could authorize additional shares for issuance which could be used to fill oversubscriptions after the basic subscription shares are utilized.

A transferable rights offering would be structured so that shares not purchased pursuant to the exercise of rights by existing shareholders could be sold to the general public. In such offerings rights to subscribe would be evidenced by transferable warrants, with each warrant evidencing the total number of rights to which a holder would be entitled. Such rights could be purchased or sold through usual investment channels. In many cases such offerings have been underwritten on a "fixed commitment" or "standby" basis. Under such an arrangement underwriters would be committed to purchase all subscription shares not subscribed for pursuant to the exercise of rights. During and after the subscription period the underwriters would offer shares of capital stock acquired by them, including shares acquired through the purchase and exercise of rights, to the public at prices determined by the representatives of the underwriters. The company would pay the underwriters compensation for their commitment to purchase unsubscribed shares plus an additional sum for each unsubscribed share acquired by the underwriters through the exercise of rights purchased by them.

"substantial detriment" of its shareholders.[4]

Generally, section 23(b) of the Act prohibits the sale of shares by a closed-end company at less than net asset value except (1) in connection with an offering to the holders of one or more classes of such company's capital stock; (2) with consent of a majority of such company's common stockholders; (3) upon conversion of a convertible security in accordance with its terms; (4) upon the exercise of any warrant outstanding on the date of enactment of the Act or issued in accordance with the provisions of section 18(d) [15 U.S.C. 80a-18(d)]; or (5) under such other circumstances as the Commission may permit by rules and regulations or orders for the protection of investors. Such exemptive orders have been granted only where the dilution involved has been minimal.[5]

While the "in connection with an offering to holders" exception in 23(b)(1) is available in situations where companies desire to make non-transferable rights offerings to their existing shareholders, even though some dilution is possible if varying amounts are exercised by holders, questions can be raised with respect to transferable rights offerings, since in such offerings the general public can also subscribe for shares, thereby increasing any dilutive effects of the offerings upon existing shareholders.

The Division is of the view that a transferable rights offering is not necessarily inconsistent with the exception provided in section 23(b)(1). However, the Division does not believe that section 23(b)(1) can be interpreted to allow for a situation wherein a closed-end company could raise additional capital through an offering below net asset value which, although ostensibly structured so that the shares can be purchased by existing shareholders, was in reality directed to the general public. The position of the Division is that section 23(b)(1) should be construed narrowly in this respect, for the reasons set forth below, and that the directors must make a determination that there is a reasonable likelihood that existing shareholders would exercise a very substantial majority of the rights.

In reaching this position the Division considered several factors. Firstly, the legislative history indicates that in a significant sampling of similar offerings preceding the adoption of the statute approximately 80 percent of the shares offered were subscribed for by existing shareholders.[6] Secondly, the legislative history indicates that offerings below net asset value were to be considered as unusual, and not routine, in nature.[7] Finally, under other provisions of section 23 (15 U.S.C. 80a-23) the company has the option to seek either shareholder approval or an order of the Commission.

Fiduciary Duty

In these offerings there are questions of fiduciary duty which exist in addition to questions relating to the availability of the exemption provided by section 23(b)(1). Most registered investment companies pay investment advisory fees based on a percentage of fund assets. Since the greater the assets of an investment company, the greater the likelihood of increased compensation for its investment adviser, an inherent conflict for directors affiliated with the investment adviser is present which, in the view of the Division, places a heavy burden on all directors to demonstrate that their decision to make a transferable rights offering, or any public offering, was bona fide.[8]

Furthermore, while directors have a duty in evaluating any offering below net asset value to determine that the expected benefits to the existing shareholders as a result of the offering outweigh the potential dilution to shareholders, directors have a particularly difficult task when considering an offering below net asset value where it is their intent to rely on the first exception in section 23(b), since the deeper they set the discount to make the offering attractive to existing shareholders, the greater is the potential dilution to those same shareholders.

The legislative history of section 23(b) would indicate, and fiduciary duty would require, that directors of companies considering offerings below net asset value make a good faith evaluation in considering the benefit to the company as compared with the potential dilution of shareholders' interests to determine (1) whether a rights offering is desirable; (2) whether a transferable rights offering is desirable; and (3) whether having a fixed commitment underwriting is desirable. This type of evaluation is particularly important because with each level of transferability of rights and underwriting activity the potential dilution to existing shareholders and costs to the company increases.

Certain Considerations

Since the full results and effects of a transferable rights offering cannot be determined until the offering itself has taken place, directors are faced with a difficult determination which must be made at the outset.

The Division feels that it would be helpful to directors faced with this task if it published a list of certain considerations which it deems important in making such a decision. In addition, the Division believes that certain of the considerations set forth would be helpful to directors in exercising their fiduciary obligation when evaluating any type of rights offering below net asset value. Although a nontransferable rights offering should not create an issue under section 23(b)(1) of the Act, it could raise an issue under section 36 as to the purposes of the offering and the effects of that offering on existing shareholders.

1. Transferable rights offerings below net asset value.

In order to come within the first exception to 23(b), the directors must determine that there is a reasonable likelihood that the existing shareholders would exercise a very substantial majority of the rights. The following factors may aid in making such a determination:

A. The intended structure of the offering in terms of its appeal to existing shareholders (i.e., the subscription price, the basis of the offering, etc.);

B. The performance of the company;

C. Whether the shares have historically traded below net asset value;

D. Whether the offering will contain an oversubscription privilege so that fewer shares would be remaining for the later public offering;

E. Whether an oversubscription privilege included in the offering is structured so that shares sold to existing shareholders pursuant to oversubscriptions will come first from basic subscription shares not purchased by shareholders to reduce the number of shares to be sold to the general public;[9]

F. The types of shareholders in the fund (e.g., shareholders participating in retirement plans can only purchase a limited number of share annually);[10]

G. The experience of the fund (if it has made other such offerings); and

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[4] Hearings before a Subcommittee of the Committee on Banking and Currency, U.S. Senate, Seventy-Sixth Congress 3d Sess. on S. 3580, page 293.

[5] For example, The One William Street Fund, Inc., was allowed to exchange its stock for a portfolio of investment securities at less than its net asset value where the differential was equal to the brokerage commissions paid on the portfolio tranafer (Investment Company Act Release No. 2713, May 14, 1958); A.V.C. Corp. was allowed to issue shares below net asset value on the exercise of stock options issued prior to the company's becoming an investment company where the dilution was less than four cents per share on shares with a net asset value of $77.18 per share (Investment Company Act Release No. 3808, November 4, 1963).

[6] See Investment Trusts and Investment Companies Report of the Securities and Exchange Commission, Part Two, March 10, 1939, page 206.

[7] Footnote 4, supra.

[8] Section 36[15 U.S.C. 80a-35] authorizes the Commission "to bring an action in the proper district court of the United States . . . alleging that a person [serving an investment company in various capacities, including director] has engaged . . . or is about to engage in any act or practice constituting a breach of fiduciary duty involving personal misconduct . . . . If such allegations are established, the court may enjoin such persons from acting in any or all such capacities either permanently or temporarily and award such injunctive or other relief against such person as may be reasonable and appropriate in the circumstances . . . ."

[9] In determining whether any additional shares should be registered for purposes of the oversubscription privilege, directors should take into account all of the considerations mentioned herein.

[10] In this connection, it should be noted that an offering scheduled at the end of the year could have an even more significant effect on such holders because they may have already made the maximum contribution permitted for that year.

H. Indications of interest through a circulation of preliminary prospectuses.

In case directors have any doubt as to whether a proposed offering would come within the first exception in section 23, serious consideration should be given to seeking either shareholder approval or a Commission order.

2. All rights offerings.

Directors have an obligation to make a good faith determination that the offering would result in a net benefit to existing shareholders.[11] In making that determination with respect to rights offerings, including transferable rights offerings, directors should consider:

A. The size of any current and proposed discount; [12]

B. The extent of any dilution, which should normally be minimal, for nonparticipating shareholders;

C. The basis of the offering, (i.e., the number of rights needed to purchase one share);

D. The size of the offering in relation to the number of shares outstanding;

E. The use to be made of the proceeds from the offering and the return to shareholders therefrom; [13]

F. Whether a market will exist for any transferable rights; and

G. The compensation to any underwriter.

It should be emphasized that the foregoing are only certain suggested considerations and that there can be no mechanical substitute for a good faith and detailed inquiry on the part of directors which considers all relevant factors in determinations of this type.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 15, 1977.

[FR Doc.77-27479 Filed 9-20-77;8:45 am]

Title 25—Indians

CHAPTER I—BUREAU OF INDIAN AFFAIRS DEPARTMENT OF THE INTERIOR

SUBCHAPTER W—MISCELLANEOUS ACTIVITIES

PART 258—KLAMATH RIVER FISHING

Fishing Regulations

AGENCY: Bureau of Indian Affairs, Department of the Interior.

ACTION: Correction of final rule.

SUMMARY: This rulemaking is to insert the phrase "per day" which was inadvertently omitted from part 258 of Subchapter W, Chapter I of Title 25 of the Code of Federal Regulations, that appears on page 40904 in the issue of August 12, 1977.

FOR FURTHER INFORMATION CONTACT:

Mr. Scott McElroy, Acting Assistant Solicitor, Division of Indian Affairs, Office of the Solicitor, U.S. Department of the Interior, Washington, D.C. 202-343-6967.

SUPPLEMENTARY INFORMATION: Beginning on page 40904 of the August 12, 1977, FEDERAL REGISTER (42 FR 40904-5) there was published a notice of final rulemaking. The phrase "per day" was inadvertently omitted from § 258.5. Section 258.5 is corrected to read.

§ 258.5 Prohibited fishing.

The catching for the purposes of sale of more than (5) anadromous fish per day is prohibited. No limit is established on the catching of fish for purposes other than sale.

RAYMOND V. BUTLER,
Acting Deputy Commissioner.

[FR Doc.77-27424 Filed 9-20-77;8:45 am]

Title 32—National Defense

CHAPTER I—OFFICE OF THE SECRETARY OF DEFENSE

PART 289—AVAILABILITY TO THE PUBLIC OF DEPARTMENT OF DEFENSE DIRECTIVES, INSTRUCTIONS, CHANGES THERETO, AND INDICES

AGENCY: Office of the Secretary of Defense.

ACTION: Final rule.

SUMMARY: This rule updates DoD procedures for obtaining: (a) DoD Directives; (b) DoD Instructions; (c) DoD Directives and Instructions; and (d) the DoD Directives System Quarterly Index of DoD Issuances and Quarterly Index of Final Opinions, Statements of Policy, and Administrative Staff Manuals and Instructions which Affect the Public. It covers minor revisions in content, limitations in number of copies supplied, and address code.

EFFECTIVE DATE: September 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Ms. Margarete Weber, Directives Branch, Office of the Deputy Assistant Secretary of Defense, The Pentagon, Washington, D.C. 20301, telephone 697-4111.

SUPPLEMENTARY INFORMATION: On August 16, 1967, there was published in the FEDERAL REGISTER (32 FR 11780) a final rule adoption, effective September 1, 1967, which announced a subscription service for DoD Directives, Instructions, and Changes thereto. Two subsequent amendments were published on December 27, 1968 (33 FR 19815) and on November 25, 1970 (35 FR 18047). This rule incorporates all changes. Accordingly, a revised Part 289 is being published as follows:

Sec.
289.1 Subscription service.
289.2 Ordering individual copies.

AUTHORITY: The provisions of this Part 289 issued under 10 U.S.C. 133; 31 U.S.C. 483a.

§ 289.1 Subscription service.

(a) DoD Directives, Instructions, and Changes to DoD Directives and Instructions published in the Check List portion of the DoD Directives System Quarterly Index (except those marked as not releasable to the public) are available on a subscription basis, with automatic mailing upon payment of fees (see § 289.1 (b)).

(1) The DoD Directives, Instructions and Changes thereto are published under the following subject groups:

1000—Manpower, Personnel, and Reserve.
2000—International Programs.
3000—Planning and Readiness.
4000—Logistics and Resources Management.
5000—General Administration.
6000—Health and Medical.
7000—Comptrollership.

DoD Directives System Quarterly Index of DoD Issuances and Quarterly Index of Final Opinions, Statements of Policy, and Administrative Staff Manuals and Instructions which Affect the Public.

(2) The subscription will entitle the subscriber to receive automatically one copy of each new and revised issuance published under the subject groups desired, for the subscription period.

(3) Subscriptions will be accepted for one or more subject groups.

(b) An annual service charge of $6 for the DoD Issuances published under each subject group will apply without regard to the number of documents which may be issued within the group. This fee is to defray administrative expense for screening and distributing DoD Issuances.

(1) Orders may be forwarded at any time to the Director, Navy Publications and Printing Service, Eastern Division, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111, in any form, accompanied by a certified bank check or postal money order payable to the Treasurer of the United States.

(2) Subscription service pertains only to the release of new and revised DoD Directives and Instructions; Changes; and Indices.

§ 289.2 Ordering individual copies.

(a) In addition to the subscription service on new and revised DoD Issuances outlined in § 289.1, individual copies of any other DoD Directive, Instruction, and Change listed in the Check List portion of the DoD Directives System Quarterly Index (except those marked not releasable to the public) will continue to be made available on an "as ordered" basis, without charge to the requester.

(b) This service is provided to the public and Federal Agencies other than the Department of Defense by the U.S. Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, Pa. 19120, Attention: Code 301. Issuances will be limited to one copy of each DoD Issuance per customer, and the number of indi-

[11] The expected benefits to the company and to all shareholders should clearly outweigh any potential dilutive effects from the offering.

[12] As noted above, although a larger discount would make the offering more attractive, it would result in a greater asset dilution for nonsubscribers.

[13] In the Division's view, in order for directors to justifiably expect that an offering would ultimately result in a net benefit to existing shareholders there must be a specific use intended for the funds.

vidual items requested must be limited to five (5) or less.

MAURICE W. ROCHE,
Director, Correspondence and Directives, Office of the Assistant Secretary of Defense (Comptroller).

SEPTEMBER 16, 1977.

[FR Doc.77-27395 Filed 9-20-77;8:45 am]

Title 40—Protection of Environment

CHAPTER I—ENVIRONMENTAL PROTECTION AGENCY

SUBCHAPTER C—AIR PROGRAMS

[FRL 792-6]

PART 52—APPROVAL AND PROMULGATION OF IMPLEMENTATION PLANS

California Plan Revision: Tulare County Air Pollution Control District (APCD)

AGENCY: Environmental Protection Agency.

ACTION: Final rulemaking.

SUMMARY: The Environmental Protection Agency (EPA) takes final action to approve and, where appropriate, disapprove or take no action on changes to the Tulare County portion of the California State Implementation Plan (SIP) submitted by the Governor's designee. The intended effect of this action is to update rules and regulations and to correct certain deficiencies in the SIP.

EFFECTIVE DATE: October 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank M. Covington, Director, Air and Hazardous Materials Division, Environmental Protection Agency, 100 California Street, San Francisco, Calif. 94111. Attn: David R. Souten, 415-556-7288.

SUPPLEMENTARY INFORMATION: On June 14, 1977, in 42 FR 30399, EPA published a notice of proposed rulemaking for revisions to the Tulare County Air Pollution Control District's rules and regulations submitted on November 10, 1976 by the California Air Resources Board for inclusion in the California SIP.

Rules concerning malfunction, emergency episodes, variances, new source review, in-stack monitoring, and organic solvent usage have been submitted; however, no action is being taken on these rules at this time and they will be acted on in separate FEDERAL REGISTER notices.

The changes contained in this submittal and being acted on by this notice, include the following: procedurals changes which update California Health and Safety Code citations are made in several rules; a definition of air contaminant is added; the procedures for handling confidential information are modified; the procedures for making air pollution records available to the public are modified; a procedural change is made with regard to authority to arrest and issue notices to appear; prohibition of rule circumvention activities is specified; a requirement is made that a source be subject to the most stringent emission limits when more than one applies; changes are made to particulate emission rate-process weight requirements; the restrictions on emitting particulate matter from incinerator operations are changed; exemptions from rule limitations are made for certain scavenger plant operations; obsolete emission limitations for NOx emissions from fuel burning equipment are deleted; additional burning operations are added to those operations classified as agricultural burning; and clarifying language is added to the rule controlling the emissions from orchard heaters. A list of the rules initially considered for this notice was published as part of the notice of proposed rulemaking and can be found in 42 FR 30399 (June 14, 1977). The proposed rulemaking provided 30 days for public comments. No comments were received.

It is the purpose of this final rulemaking to approve all of the changes contained in the November 10, 1976, submittal for Tulare County and to incorporate them into the California SIP, with the exception of those rules not being acted upon, and the rules discussed below.

Rule 407.3 Scavenger Plants, is identical to the rule previously disapproved by EPA. This rule specifies that a permit to operate may be granted for a scavenger plant, even though such a plant may not be in compliance with an applicable emission limitation. Since no control strategy demonstration is made to show that this allowance will not interfere with the attainment and maintenance of National Ambient Air Quality Standards, and will not contradict other Clean Air Act requirements, this rule is disapproved.

Paragraph e., of Rule 402 Exceptions, is disapproved because it exempts "other equipment in agricultural operations" from the visible emission prohibitions imposed by rule 401. "Other equipment" is not defined, and it is therefore not clear what operations this exemption is intended to cover. Since this provision might permit sources otherwise regulated to violate applicable emission limitations, it should be disapproved. In addition, this exemption is not justified by a control strategy analysis which demonstrates that it will not violate section 110 of the Clean Air Act by interfering with the attainment or maintenance of National Ambient Air Quality Standards.

Paragraph b. of rule 407.1 Disposal Of Solid Or Liquid Waste is disapproved because it allows a relaxation of the particulate matter concentration limits for certain incineration operations, without an accompanying analysis to show that this relaxation will not interfere with the attainment and maintenance of National Ambient Air Quality Standards.

Rule 420 Exceptions is a nuisance rule and is not appropriate for inclusion in the SIP because it is not specifically directed at the attainment and maintenance of the National Ambient Air Quality Standards. Therefore, EPA is taking no action on this rule.

Rule 422 concerning Standards of Performance for New Stationary Sources (NSPS) and rule 423 concerning National Emission Standards for Hazardous Air Pollutants (NESHAPS) have also been submitted. These rules implement sections 111 and 112 of the Clean Air Act, and are not appropriate for inclusion in a State Implementation Plan under section 110 of the Act. Therefore, these regulations will be neither approved nor disapproved by EPA as part of an applicable implementation plan. They will, however, be reviewed in determining whether to delegate authority to the County to implement and enforce the NSPS and NESHAPS under the appropriate provisions of sections 111 and 112. Announcement of such delegation will appear in a separate FEDERAL REGISTER notice.

The California Air Resources Board has certified that the public hearing requirements of 40 CFR 51.4 have been satisfied.

Pursuant to section 110 of the Clean Air Act as amended, and 40 CFR Part 51, the Administrator is required to approve or disapprove the regulations as State Implementation Plan revisions.

(Sections 110 and 301(a) of the Clean Air Act, as amended, (42 U.S.C. §§ 1857c-5 and 1857g(a)))

Dated: September 15, 1977.

DOUGLAS M. COSTLE,
Administrator.

Subpart F of Part 52 of Chapter 1, Title 40 of the Code of Federal Regulations is amended as follows:

Subpart F—California

1. Section 52.220, paragraph (c)(35)(vi) is amended as follows:

§ 52.220 Identification of plan.

* * * * *

(c) * * *

(35) * * *

(vi) Tulare County APCD.

(A) Rules 102, 103, 103.1, 104, 105, 110, 112, 115, 305, (402 paragraphs a. through e. and g.), 405, 407.1, 407.3, 409, 417.1, 421.

* * * * *

2. Section 52.226(b)(9)(i) is amended as follows:

§ 52.226 Control strategy and regulations: Particulate matter, San Joaquin Valley Intrastate Region.

* * * * *

(b) * * *

(9) Tulare County APCD.

(i) Paragraph b. of rule 407.1.

* * * * *

3. Section 52.231(a)(2)(ii) is amended as follows:

§ 52.231 Regulations: Sulfur oxides: San Joaquin Valley Intrastate Region.

(a) * * *

(2) * * *

(ii) Rule 407.3, Scavenger Plants, submitted on November 10, 1976, is disapproved; and rule 407, Sulfur Compounds, submitted on June 30, 1972, and previously approved in 40 CFR 52.223 is retained and will continue to remain in effect for sulfur scavenger plants and other sulfur compound emitting sources.

* * * * *

4. Section 52.273(2) (3) (ii) is amended as follows:

§ 52.273 **Open burning.**

(a) * * *
(3) * * *
(ii) Tulare County APCD.
(A) Paragraph e. of rule 402.

* * * * *

[FR Doc.77-27485 Filed 9-20-77;8:45 am]

Title 47—Telecommunication

CHAPTER I—FEDERAL COMMUNICATIONS COMMISSION

[Docket No. 21119; RM-2731]

PART 73—RADIO BROADCAST SERVICES

FM Broadcast Station in Gillette, Wyoming; Changes Made in Table of Assignments

AGENCY: Federal Communications Commission.

ACTION: Report and Order.

SUMMARY: This action assigns two Class C FM channels to Gillette, Wyoming, and deletes the Class A channel presently assigned there. The permittee of the Class A channel is authorized to operate on one of the newly assigned Class C channels. This action was initiated by a petition filed by Gillette Broadcasting Company.

EFFECTIVE DATE: October 26, 1977.

ADDRESSES: Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT:

Mildred B. Nesterak, Broadcast Bureau, 202-632-7792.

SUPPLEMENTARY INFORMATION:

In the matter of amendment of § 73.-202(b), Table of Assignments, FM Broadcast Stations. (Gillette, Wyoming); Docket No. 21119, RM-2731. (42 FR 29027, June 7, 1977.)

Adopted: September 12, 1977.

Released: September 15, 1977.

1. The Commission here considers the Notice of Proposed Rule Making, adopted February 11, 1977 (42 FR 10858), proposing the assignment of Class C Channels 245 and 264 to Gillette, Wyoming, deletion of Channel 228A therefrom and modification of an existing permit on Channel 228A to specify Channel 245. Supporting comments were filed by Gillette Broadcasting Company ("petitioner"). Opposing comments were filed by Midland Broadcasting Company of Wyoming ("Midland"), permittee of FM Station KOLL(FM) (Channel 228A) [1] Gillette, Wyoming.

2. Gillette (pop. 7,194) [2], seat of Campbell County (pop. 12,957) is located about midway between the Black Hills, 105 kilometers (65 miles) to the east, and the Big Horns, 96 kilometers (60 miles) to the west. It is presently served by AM Station KIML (full-time), licensed to petitioner, and FM Station KOLL (Channel 228A). Gillette is the eighth largest city in Wyoming. Petitioner states the area is rich in oil, natural gas, uranium and coal and quotes a United States Bureau of Mines estimate that 12.1 billion tons of sulphur coal is found in Campbell County, which contains 87 percent of the strippable coal reserves in the State's Powder River Basin. It also notes that from 1960 to 1974, petroleum production increased by almost 500 percent.

3. We are told that a study, which was prepared for the city of Gillette with state and federal funding, shows that by 1980 the population of Gillette is expected to have grown to 26,600 persons, an increase of 82.3 percent, and the population of Campbell County will have grown from 20,260 persons to 54,700 persons, an increase of 165.3 percent.

4. In opposing comments, Midland contends that petitioner has failed to demonstrate a need for additional service. Midland does not question petitioner's population analysis up through 1970. It agrees that Gillette has been experiencing an influx in population for the past four years and that there has been noticeable growth in small communities at some distance from Gillette, but close enough for daily commuting. Midland argues that these small towns may have a need for their own broadcast services. It contends that the projected population and financial growth in Gillette is predicated entirely on growth of the energy industry and such growth is contingent upon a number of unpredictable factors: strip mining legislation which must be concluded by Congress, intracontinental sluce pipe, envisioned as a transportation alternative, and railroads that cannot in the near future meet the large scale expansion of service necessary to transport the projected coal extractions. Midland states that the most recently available studies indicate that the nation's railroads, the primary movers of coal, are in serious financial difficulty and that the plant and equipment renovations necessary to meet an increased demand cannot be met, even under optimum conditions, in less than 5-7 years. Thus, Midland argues, petitioner offers data concerning available energy resources but fails to address the transportation and other production inhibiting factors.

5. Midland asserts that the two full-time local broadcast facilities, coupled with additionally available media services, amply serve Gillette's communications needs. It argues that petitioner's proposal is primarily motivated by competitive, not public service needs, because any licensee with two stations in the market can achieve, by shared usage of facilities and staff, economies which are unavailable to a single station licensee. Midland contends that a need for service to all of Campbell County from the Gillette site has not been demonstrated. It points out that much of the northern portion of the county will be served by the recent initiation of service by KROE-FM, Sheridan, and that Casper's two AM, one Class C FM and one TV stations provide service to much of the southern portion of Campbell County.

6. Midland argues that the proposed allocation of two Class C channels to Gillette, although one is suggested for use by Midland, poses a strong threat of the loss of existing service. It states it is still a permittee and has been providing service for a year to Gillette, but as a new facility it is undergoing the usual adjustment problems encountered in attempting to establish a viable service to the community. It estimates that to make the changes necessary to construct a Class C FM facility meeting the Commission's minimum service requirements requires an expenditure in excess of $36,000 which does not include miscellaneous costs, nor the cost of litigation. Midland asserts that Gillette now receives maximum diversity from two separately owned and programmed broadcast facilities. It contends that petitioner has not met the burden of requiring the modification of an existing authorization. It further argues that where adequate service and lack of immediate need for additional service has been demonstrated, a proposal for additional service must be rejected.

7. Midland also states that should the Commission adopt the proposed change, equitable and public interest considerations require that special relief be granted to nullify the allegedly potential disruptive effects of immediate implementation of the proposal. Midland estimates that it may take at least three years for it to achieve viability in the community and the Commission should therefore grant it a three-year stay of the time necessary to implement a channel change. It also argues that the petitioner will achieve a substantial competitive edge against Midland's vulnerable facility by obtaining a second broadcast station in the community, the Commission should also invoke a three-year stay on the implementation of the proposed additional channel assignment. It contends that such a stay is warranted because the population does not justify assignment of three full-time aural facilities to Gillette at this time and because potential competitive impact resulting from the assignment of a second FM station at this time could result in loss of an existing service to the ultimate detriment of the public interest.

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[1] Midland was granted authority on May 4, 1976, to commence program tests.

[2] Population figures are taken from the 1970 U.S. Census.

8. After carefully considering all the comments submitted by the parties, we believe the addition of two Class C channels (Channels 245 and 264) and the deletion of the existing Class A frequency (Channel 228A), at Gillette, Wyoming, would best serve the public interest. Even though Gillette, as a community, would not in itself normally merit Class C assignments, we have decided that they are nevertheless warranted. By allowing the operation of Class C stations at Gillette one of our most important priorities is satisfied, i.e., provision of a first FM service to as much of the population of the United States as possible.[3] Here, assignment of either of the two Class C channels would provide a first FM service to 2,611 persons in an area of 8,250 square kilometers (3,188 square miles) and a second FM service to 7,958 persons in an area of 1,710 square kilometers (660 square miles). First nighttime aural service would also be provided to 2,611 persons and second nighttime service to 381 persons. The second Class C assignment would offer a second FM service to this first FM service area and a second nighttime aural service to the first nighttime aural service area. A Class A channel could not offer these advantages. In addition, the second Class C channel should be assigned to replace the existing Class A assignment to avoid the intermixture of classes of channels which would otherwise result. See *Mitchell, S.D.*, 62 F.C.C. 2d 70 (1976). Moreover, this action clearly protects Midland's position which otherwise would involve attempting to compete with a Class C station. It is only through assignment of these two Class C channels (which have technical coverage capability superior to Class A channels) that service to unserved and underserved areas would be provided.

9. As stated in the Notice, assignment of Channel 245 would result in preclusion to eight communities of over 2,000 population. Of the eight, two have an unused Class C assignment. Each of the remaining six communities have at least three Class C channels available for assignment. Assignment of Channel 264 would cause preclusion to ten communities of over 2,000 population. Of the ten, four have an unused Class A assignment, one has two unused Class A assignments, and one has one unused Class C assignment. The remaining four communities have at least two Class A and three Class C channels available for assignment to each community.

10. We are persuaded by Midland's argument that it could take at least some time for a newly established station to achieve viability in the community and that it should be granted a three-year stay necessary to implement a channel change, in addition to obtaining reimbursement for expenditures incurred during the changeover. Since Midland failed unconditionally to consent to the proposed modification of its permit in the Order to Show Cause, we shall, in accordance with *Transcontinent Television Corp.* v. *F.C.C.*, 308 F. 2d 339 (D.C. Cir. 1962), make the modification in its license required by the amendment to the FM Table of Assignments deleting Channel 228A from and assigning Channel 245 to Gillette, Wyoming, effective upon its license expiration date, October 1, 1977.

11. Our usual policy with regard to reimbursement is to order a party which benefits from a new assignment requiring modification to change frequency of an existing license to bear the reasonable costs involved in the change. In the present case, it is clear that each of the parties obtaining a Class C at Gillette will benefit by the assignments made herein. It is not only Midland which would receive a benefit. So would the party obtaining the other channel, a channel we would not ordinarily assign because of the resulting intermixture. By assigning the second Class C channel and deleting the existing Class A channel, it becomes necessary for the existing Class A permittee to switch its operating frequency in order to continue operating its station. Its benefit is the opportunity to obtain greater facilities, and it should bear these costs. The channel change is another matter. We do not believe that full reimbursement should be ordered. Rather than direct the benefitting party to bear the costs of two new Class C facilities, we favor a limited form of reimbursement. That amount would include only the costs of the changes involved in converting only the operating frequency from 93.5 MHz (Channel 228A) to 96.9 MHz (Channel 245). As set forth in *Circeville, Ohio*, 8 F.C.C. 2d 159 (1967), the appropriate costs making up the "reasonable" reimbursement figures are generally left to the good faith judgment of the parties eventually involved, subject to Commission approval in the event of disagreement. In this case, however, we believe that the costs of increasing the power and antenna height to conform to the minimum requirements of a Class C operation would not be reimbursed. See *Mitchell, S. D., supra.*

12. In all fairness, it would not be proper to place Midland in a position of having to convert to a more costly operation during its initial phase of operation. Imposing these substantial expenses upon it could diminish the quality of its service to the community. Midland would be permitted to operate on Channel 245 with its present low power Class A facilities for the present time, but we would expect the conversion to minimum Class C facilities to take place by the renewal date of October 1, 1980.

13. Midland urges the Commission to invoke a three-year stay on the implementation of the other Class C channel (Channel 264) arguing that this licensee would be able to achieve a substantial competitive edge against Midland by earlier initiation of service and through obtaining a second broadcast station. Midland's showing is inadequate to indicate that any such step should be taken in a rule making context. As with the related issue of economic impact, it has been the long-established Commission policy that such issues should be raised at the application stage. As for the modification of Midland's permit from a Class A to a Class C channel, one other point should be mentioned. Since no other person has, during the course of this proceeding, expressed an interest in applying for the Class C channel, we are, under the authority of Cheyenne, Wyoming, 62 F.C.C. 2d 63 (1976), authorizing the modification of Station KOLL's permit pursuant to Section 316(a) of the Communications Act of 1934, as amended.

14. In view of the foregoing, and pursuant to authority contained in Section 4(i), 5(d)(1), 303 (g) and (r) and 307(b) of the Communications Act of 1934, as amended, it is ordered, That effective October 26, 1977, the FM Table of Assignments, § 73.202(b) of the Commission's Rules and Regulations, is amended to read as follows for the city listed below:

City	*Channel No.*
Gillette, Wyo	245,[1] 264

15. It is further ordered, That effective October 1, 1977, and pursuant to authority contained in Section 316 of the Communications Act of 1934, as amended, the construction permit of FM Station KOLL, Gillette, Wyoming, is modified to specify operation on Channel 245 and Midland shall amend its license application to specify this channel. In addition:

(a) At least 30 days before operating on Channel 245, Midland shall submit to the Commission the technical information normally required of an applicant for a construction permit on Channel 245.

(b) At least 10 days prior to commencing operation on Channel 245, Midland shall submit the measurement data required of an applicant for an FM broadcast station license; and

(c) Midland shall commence operation on Channel 245 only with prior Commission authorization.

16. It is further ordered, That this proceeding is terminated.

(Secs. 4, 5, 303, 48 Stat., as amended, 1066, 1068, 1082; 47 U.S.C. 154, 155, 303.)

FEDERAL COMMUNICATIONS COMMISSION,
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

[FR Doc.77-27396 Filed 9-20-77;8:45 am]

[3] *Anamosa and Iowa City, Iowa*, 46 F.C.C. 2d 520 (1974); Further *Notice of Proposed Rule Making* in Docket No. 14185, FCC 62-867 (1962).

[1] Effective 3 a.m. local time October 1, 1977 (concurrently with the expiration date for Wyoming stations) or such earlier date as FM Station KOLL may, upon its request, cease operation on Channel 228A at Gillette.

Title 50—Wildlife and Fisheries

CHAPTER I—UNITED STATES FISH AND WILDLIFE SERVICE, DEPARTMENT OF THE INTERIOR

PART 32—HUNTING

Opening of Arapaho National Wildlife Refuge, Colorado

AGENCY: U.S. Fish and Wildlife Service, Interior.

ACTION: Final Rule.

SUMMARY: This rule adds Arapaho National Wildlife Refuge to the list of refuge areas open for the hunting of migratory game birds, upland game and big game. The Director has determined that this action is compatible with the major purposes for which this refuge was established and that there is public demand for additional recreational opportunity. Hunting, subject to annual special regulations, will provide additional public recreational opportunity.

DATES: Effective September 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Ralph H. Town, Division of National Wildlife Refuges, U.S. Fish and Wildlife Service, Washington, D.C. 20240 (202-343-4307).

SUPPLEMENTARY INFORMATION: Ralph H. Town is the primary author of this final rule. On August 10, 1977, there was published in the FEDERAL REGISTER (42 FR 40465) a notice of proposed rulemaking adding Arapaho National Wildlife Refuge, Colo., to the lists of refuges which are open for the hunting of migratory game birds, upland game and big game. As a general rule, most areas within the National Wildlife Refuge System are closed to hunting until officially opened by regulation. Since this refuge is closed to hunting until officially opened, the Service has determined that this regulation shall become effective on September 21, 1977. This will permit a hunting season for antelope to begin on September 24, 1977.

The Director has determined that the opening of Arapaho National Wildlife Refuge to public hunting would be compatible with the major purposes for which the area was established, would not be contrary to the provisions of law applicable to the areas, and would be in the public interest. The public was provided a 30-day comment period and was advised that an environmental assessment had been prepared on the proposal and was available for public inspection. One comment favorable to the proposal was received. Accordingly, 50 CFR 32 is amended by the addition of Arapaho National Wildlife Refuge as follows:

§ 32.11 List of open areas; migratory game birds.

COLORADO

ARAPAHO NATIONAL WILDLIFE REFUGE

* * * * *

§ 32.21 List of open areas; upland game.

COLORADO

ARAPAHO NATIONAL WILDLIFE REFUGE

* * * * *

§ 32.31 Lists of open areas; big game.

COLORADO

ARAPAHO NATIONAL WILDLIFE REFUGE

* * * * *

NOTE.—The U.S. Fish and Wildlife Service has determined that this document does not contain a major proposal requiring preparation of Economic Impact Statement under Executive Order 11949 and OMB Circular A-107.

Dated: September 15, 1977.

WALTER R. MCALLESTER,
Acting Director,
Fish and Wildlife Service.

[FR Doc.77-27389 Filed 9-20-77;8:45 am]

PART 32—HUNTING

Opening of Arapaho National Wildlife Refuge, Colo., to Hunting

AGENCY: Fish and Wildlife Service, Interior.

ACTION: Special Regulation.

SUMMARY: The Director has determined that the opening to hunting of Arapaho National Wildlife Refuge is compatible with the objectives for which the area was established, will utilize a renewable natural resource, and will provide additional recreational opportunity to the public.

DATES: September 24, 25, and 26, 1977.

FOR FURTHER INFORMATION CONTACT:

V. Carrol Donner, Refuge Manager, Arapaho National Wildlife Refuge, Box 457, Walden, Colo. 80480, telephone 303-723-4717.

SUPPLEMENTARY INFORMATION:

§ 32.32 Special regulations; big game; for individual wildlife refuge areas.

Hunting of antelope is permitted on Arapaho National Wildlife Refuge, Colo., in accordance with dates and areas designated in regulations published by Colorado Division of Wildlife. Arapaho National Wildlife Refuge is comprised of three separate areas totaling 12,180 acres. Maps delineating these areas are available at the Refuge Headquarters in Walden, Colo. All portions of the Refuge are open except areas within 300 yards of residences.

Hunting shall be in accordance with all applicable State regulations covering the hunting of antelope.

The provisions of this special regulation supplement the regulations which govern hunting in wildlife refuge areas generally which are set forth in Title 50, Code of Federal Regulations, Part 32.

NOTE.—The U.S. Fish and Wildlife Service has determined that this document does not contain a major proposal requiring preparation of an Economic Impact Statement under Executive Order 11949 and OMB Circular A-107.

V. CARROL DONNER,
Refuge Manager.

SEPTEMBER 9, 1977.

[FR Doc.77-27390 Filed 9-20-77;8:45 am]

PART 32—HUNTING

Raccoon Hunting Season Regulations; Hatchie National Wildlife Refuge, Tenn.; Reelfoot National Wildlife Refuge, Tenn.; and Lake Isom National Wildlife Refuge, Tenn.; Corrections

AGENCY: Fish and Wildlife Service, Interior.

ACTION: Correction of special regulations.

SUMMARY: This correction amends the season dates for hunting of raccoon on three national wildlife refuges in Tennessee. The dates have been amended to be compatible with state seasons for raccoon hunting.

FOR FURTHER INFORMATION CONTACT:

Carrell Ryan, Asheville Area Office, Room 279 Federal Building, Asheville, N.C. 28802 (744-258-2850).

EFFECTIVE DATE: September 21, 1977.

SUPPLEMENTARY INFORMATION: In the August 1, 1977, issue of the FEDERAL REGISTER (42 FR 38910), please note the following corrections:

(1) In FR Doc. 77-21965, the dates for hunting raccoon on the Hattchie National Wildlife Refuge should be October 7 through October 29, 1977.

(2) In FR Doc. 77-21964, the dates for hunting raccoon on the Reelfoot National Wildlife Refuge should be September 19 through 24 and September 26 through October 1, 1977.

(3) In FR Doc. 77-21962, the dates for hunting raccoon on the Lake Isom National Wildlife Refuge, should be September 26 through October 1, 1977.

The primary author of this document is: Ray R. Vaughn, Deputy Regional Director, U.S. Fish and Wildlife Service, 17 Executive Park Drive NE., Atlanta, Ga. 30329 (484-257-4674).

Dated: September 15, 1977.

WALTER R. MCALLESTER,
Acting Director,
U.S. Fish and Wildlife Service.

[FR Doc.77-27391 Filed 9-20-77;8:45 am]

proposed rules

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

DEPARTMENT OF AGRICULTURE

Agricultural Marketing Service

[7 CFR Part 966]

TOMATOES GROWN IN FLORIDA

Proposed Handling Regulation

AGENCY: Agricultural Marketing Serice, USDA.

ACTION: Proposed Rule.

SUMMARY: This proposed regulation would require fresh market shipments of tomatoes grown in certain counties in Florida to be inspected and meet minimum grade, size, pack, container and marking requirements. This would promote orderly marketing of such tomatoes by keeping less desirable sizes and qualities from being shipped to consumers.

DATE: Comments due: October 6, 1977.

ADDRESSES: Comments should be sent to: Hearing Clerk, Room 1077 South Building, U.S. Department of Agriculture, Washington, D.C. 20250. Two copies of all written comments shall be submitted, and they will be made available for public inspection at the office of the Hearing Clerk during regular business hours.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Washington, D.C. 20250. Telephone: 202-447-3545.

SUPPLEMENTARY INFORMATION: Marketing Agreement No. 125 and Order No. 966, both as amended (7 CFR 966) regulate the handling of tomatoes grown in designated counties of Florida. It is effective under the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601-674). The Florida Tomato Committee, established under this order, is responsible for its local administration.

This notice is based upon recommendations made by the committee at its public meeting in Palm Beach, Florida, on September 9, 1977.

The recommendations of the committee reflect its appraisal of the composition of the 1977-78 crop of Florida tomatoes and the marketing prospects for this season. The proposed regulation is similar to those issued during the past seasons. The proposed grade and size requirements are necessary to prevent tomatoes of lower quality and undesirable sizes from being distributed in fresh market channels. Such tomatoes are usually of negligible economic value to producers. This would provide consumers with tomatoes of good quality and size throughout the season consistent with the overall quality of the crop. The proposed requirements for containers, container net weights, and size classifications are intended to standardize shipments in the interest of orderly marketing and to improve returns to growers.

Exceptions would be provided to certain of these requirements to recognize special situations in which such requirements would be inappropriate or unreasonable. Shipments would be allowed to certain special purpose outlets without regard to minimum grade, size, container or inspection requirements provided that safeguards were used to prevent such tomatoes from reaching unauthorized outlets. Tomatoes for canning are exempt under the legislative authority for this part. Since no purpose would be served by regulating tomatoes used for relief or charity purposes such shipments would also be exempt. Because export requirements differ materially, on occasion, from domestic market requirements such shipments would also be exempt. The following types of tomatoes would be exempt from these regulations: elongated types commonly referred to as pear shaped or paste tomatoes, cerasiform type tomatoes commonly referred to as cherry tomatoes, hydroponic tomatoes and greenhouse tomatoes. Such types are generally of good quality, readily identifiable either by their distinctive shapes or container markings and usually comprise a very small part of the total crop. Tomatoes marketed within the regulated area would be unregulated because of an increase in the u-pick type of harvest in Florida production areas close to urban areas and resulting difficulty in obtaining compliance with regulations. The minimum quantity exemption would permit persons to handle up to 60 pounds of tomatoes per day without regard to the requirements of this part. This would reduce the problem of enforcement on small shipments of essentially noncommercial nature. The proposals concerning special pack shipments are intended to help handlers in the production area compete on an equal basis with those outside the area by not requiring reinspection of previously inspected and certified tomatoes when repacked in consumer size packages.

The proposed regulation is as follows:

§ 966.316 Handling regulation.

During the period October 17, 1977, through June 17, 1978, no person shall handle any lot of tomatoes for shipment outside the regulated area unless they meet the requirements of paragraph (a) or are exempted by paragraphs (b) or (d).

(a) *Grade, size, container and inspection requirements.*

(1) *Grade.* Tomatoes shall be graded and meet the requirements specified in either § 51.1855 U.S. No. 1, §,51.1856 U.S. Combination, § 51.1857 U.S. No. 2 or § 51.1858 U.S. No. 3, of the U.S. Standards for Grades of Fresh Tomatoes, or when not more than 15 percent of tomatoes in any lot fail to meet the requirements of U.S. No. 1 grade and not more than one-third of this 15 percent (or 5 percent) are comprised of defects causing very serious damage including not more than one percent of tomatoes which are soft or affected by decay, such tomatoes may be shipped and designated as at least 85 percent U.S. No. 1 grade.

(2) *Size.* (i) Tomatoes shall be at least 2-4/32 inches in diameter and be sized in accordance with § 51.1859 of the U.S. tomato standards.

(ii) Tomatoes of designated sizes may not be commingled unless they are over 2-17/32 inches in diameter and each container shall be marked to indicate the designated sizes.

(iii) Only the generic terms as defined in § 51.1859 may be used to indicate size designations on containers of tomatoes; except that the following abbreviations may be used—SML for small, MED for medium, LG for large, EX LG for extra large, or MAX LG for maximum large.

(3) *Containers.* (i) Tomatoes shall be packed in containers of 20, 30 or 40 pounds designated net weights and comply with the requirements of § 51.1863 of the U.S. tomato standards.

(ii) Each container shall be marked to indicate the designated net weight and must show the name and address of the shipper in letters at least one-fourth (¼) inch high.

(iii) If the container in which the tomatoes are packed is not clean and bright in appearance without marks, stains or other evidence of previous use, the lid of such contained shall be marked with the words "USED BOX" in letters not less than three-fourths (¾) inch high.

(4) *Inspection.* Tomatoes shall be inspected and certified pursuant to the provisions of § 966.60. Each handler who applies for inspection shall register with the committee pursuant to § 966.113. Registered handlers shall pay assessments as provided in § 966.42. Evidence of inspection must accompany truck shipments.

(b) *Special purpose shipments.* The requirements of paragraph (a) of this section shall not be applicable to shipments of tomatoes for canning, relief, charity or export if the handler thereof complies

with the safeguard requirements of paragraph (c) of this section. Shipments for canning are also exempt from the assessment requirements of this part.

(c) *Safeguards.* Each handler making shipments of tomatoes for canning, relief, charity or export in accordance with paragraph (b) of this section shall:

(1) Apply to the committee and obtain a Certificate of Privilege to make such shipments.

(2) Prepare on forms furnished by the Committee a report in quadruplicate on such shipments authorized in paragraph (b) of this section.

(3) Bill or consign each shipment directly to the designated applicable receiver.

(4) Forward one copy of such report to the committee office and two copies to the receiver for signing and returning one copy to the committee office. Failure of the handler or receiver to report such shipments by signing and returning the applicable report to the committee office within ten days after shipment shall be cause of cancellation of such handler's certificate and/or receiver's eligibility to receive further shipments pursuant to such certificate. Upon cancellation of any such certificate, the handler may appeal to the committee for reconsideration.

(d) *Exemption*—(1) *For types.* The following types of tomatoes are exempt from these regulations: Elongated types commonly referred to as pear shaped or paste tomatoes and including but not limited to San Marzano, Red Top and Roma varieties; cerasiform type tomatoes commonly referred to as cherry tomatoes; hydroponic tomatoes; and greenhouse tomatoes.

(2) *For minimum quantity.* For purposes of these regulations each person subject thereto may handle up to but not to exceed 60 pounds of tomatoes per day without regard to the requirements of these regulations but this exemption shall not apply to any shipment or any portion thereof of over 60 pounds of tomatoes.

(3) *For special packed tomatoes.* Tomatoes resorted, regraded and repacked by a handler who has been designated as a "Certified Tomato Repacker" by the committee are exempt from the tomato grade classifications of paragraph (a)(1) and the size classifications of paragraph (a)(2) except that tomatoes shall be at least 2$\frac{4}{32}$ inches in diameter and the least 2-$\frac{4}{32}$ inches in diameter and the least 2-$\frac{4}{32}$ inches in diameter and the container weight requirements of paragraph (a)(3) if such tomatoes comply with the inspection requirements of paragraph (a)(4).

(e) *Definitions.* "Hydroponic tomatoes" means tomatoes grown in solution without soil; "greenhouse tomatoes" means tomatoes grown indoors. A "Certified Tomato Repacker" is a repacker of tomatoes in the regulated area who has the facilities for handling, regrading, resorting, and repacking tomatoes into consumer sized packages and has been certified as such by the committee. "U.S. tomato standards" means the revised United States Standards for Grades of Fresh Tomatoes (7 CFR 51.1855–51.1877), effective December 1, 1973, as amended, or variations thereof specified in this section. Other terms in this section shall have the same meaning as when used in Marketing Agreement No. 125, as amended, and this part, and the U.S. tomato standards.

It is hereby certified that the economic and inflationary impacts of this proposed regulation have been carefully evaluated in accordance with OMB Circular A–107.

Dated: September 16, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27489 Filed 9-20-77;8:45 am]

[7 CFR Part 980]

TOMATO IMPORTS

Proposed Rulemaking

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Proposed rule.

SUMMARY: This proposed regulation would require imports of tomatoes to be inspected and meet minimum grade and size requirements. The regulation should promote orderly marketing of such tomatoes by keeping less desirable qualities and sizes from being imported.

DATE: Comments due October 6, 1977.

ADDRESSES: Comments should be sent to: Hearing Clerk, Room 1077 South Building, U.S. Department of Agriculture, Washington, D.C. 20250. Two copies of all written comments shall be submitted and they will be made available for public inspection at the office of the Hearing Clerk during regular business hours.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Washington, D.C. 20250. Telephone: 202–447–3545.

SUPPLEMENTARY INFORMATION: Notice is hereby given of proposed grade, size and inspection requirements to be made applicable to the importation of fresh tomatoes into the United States pursuant to the provisions of the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601 et seq.). Section 8e of the act provides that whenever a Federal marketing order is in effect for tomatoes, the importation of tomatoes shall be prohibited unless they comply with the grade, size and quality provisions of such order. The provisions hereinafter set forth comply with those which are proposed to become effective October 17, 1977, under Marketing Order No. 966 for tomatoes grown in designated countries in Florida. It is not contemplated that any other marketing order will have concurrent grade, size and quality provisions in effect regulating tomatoes for the 1977–78 season.

§ 980.212 Tomato import regulation.

Except as otherwise provided, during the period October 17, 1977, through June 17, 1978, no person may import fresh tomatoes, except pear shaped, cherry, hydroponic and greenhouse tomatoes as defined herein, unless they are inspected and meet the requirements of this section.

(a) *Minimum grade and size requirements.*

(1) At least U.S. No. 3 grade and at least 2$\frac{4}{32}$ inches in diameter;

(2) Not more than 10 percent, by count, in any lot may be smaller than the specified minimum diameter.

(b) *Minimum quantity exemption.* Any importation which in the aggregate does not exceed 60 pounds may be imported wtihout regard to the provision of this section.

(c) *Plant quarantine. Provisions of* this section shall not supersede the restrictions or prohibitions on tomatoes under the Plant Quarantine Act of 1912.

(d) *Designation of Governmental inspection service.* The Federal or the Federal-State Inspection Service, Food Safety and Quality Service, United States Department of Agriculture, and the Fruit and Vegetable Division, Production and Marketing Branch Canada Department of Agriculture, are designated as governmental inspection services for certifying the grade, size, quality and maturity of tomatoes that are imported into the United States under the provisions of Section 8e of the act.

(e) *Inspection and official inspection certificates.*

(1) An official inspection certificate certifying the tomatoes meet the United States import requirements for tomatoes under Section 8e (7 U.S.C. 608e–1), issued by a designated governmental inspection service and applicable to a specified lot is required on all imports of fresh tomatoes.

(2) Inspection and certification by the Federal or Federal-State Inspection Service will be available and performed in accordance with the rules and regulations governing certification of fresh fruits, vegetables and other products (7 CFR Part 51). Each lot shall be made available and accessible for inspection as provided therein. Cost of inspection and certification shall be borne by the applicant.

(3) Since inspectors may not be stationed in the immediate vicinity of some smaller ports of entry, importers should make advance arrangements for inspection by ascertaining whether or not there is an inspector located at their particular port of entry. For all ports of entry where an inspection office is not located, each importer must give the specified advance notice to the applicable office listed below prior to the time the tomatoes will be imported.

Ports	Office	Advance Notice (days)
All Texas points	L. M. Denbok P.O. Box 107, San Juan, Tex. 78589, phone 512-787-4091 or 512-787-6881	1
All Arizona points	Charles R. Everette, P.O. Box 1614, Nogales, Ariz. 85621, phone 602-287-2602.	1
All California points	T. A. Trombatore, 784 South Central Ave., room 266, Los Angeles, Calif. 90021, phone 213-688-2489.	3
All Hawaii points	Stevenson Ching, P.O. Box 22159, Pawaa Substation, 1428 South King St. Honolulu, Hawaii 96822, phone 808-941-3071.	1
All Puerto Rico points	Ronald Nightengale, P.O. Box 9112, Santurce, P.R. 00908, phone 809-783-2230 or 809-783-4116.	2
New York City, N.Y.	Carmine J. Cavallo, room 28A, Hunts Point Market, Bronx, N.Y. 10474, phone 212-991-7909 or 212-992-7668.	1
New Orleans, La.	Leonard E. Mixon, 5027 Federal Office Bldg., 701 Loyola Ave., New Orleans, La. 70113, phone 504-589-6741 or 504-589-6742.	1
Miami, Fla.	Bennie C. Tiner, 1350 Northwest 12th Ave., room 530, Miami, Fla. 33136, phone 305-324-6116 or 305-324-6117.	1
All other Florida points	C. B. Brantley, P.O. Box 1232, Winter Haven, Fla. 33880, phone 813-294-3511, extension 33.	1
All other points	M. A. Castille, Food Safety and Quality Service, Washington, D.C. 20250, phone 202-447-5870.	3

(4) Inspection certificates shall cover only the quantity of tomatoes that is being imported at a particular port of entry by a particular importer.

(5) Each inspection certificate issued with respect to any tomatoes to be imported into the United States shall set forth, among other things:

(i) The date and place of inspection;
(ii) The name of the shipper, or applicant;
(iii) The commodity inspected;
(iv) The quantity of the commodity covered by the certificate;
(v) The principal identifying marks on the containers;
(vi) The railroad car initials and number, the truck and trailer license number, the name of the vessel, or other identification of the shipment; and
(vii) The following statement, if the facts warrant: Meets import requirements of 7 U.S.C. 608e-1.

(f) *Reconditioning prior to importation.* Nothing contained in this part shall be deemed to preclude any importer from reconditioning prior to importation any shipment of tomatoes for the purpose of making it eligible for importation.

(g) *Definitions.* For the purpose of this section, "Importation" means release from custody of the United States Bureau of Customs. "Cherry tomatoes" means cerasiform types commonly referred to as "cherry tomatoes." Pear shaped tomatoes" means elongated types, commonly referred to as pear shaped or paste tomatoes and include San Marzano, Red Top and Roma varieties. "Hydroponic tomatoes" means tomatoes grown in solution without soil. "Greenhouse tomatoes" means tomatoes grown indoors. The terms relating to grade and size, as used herein, shall have the same meaning as when used in the U.S. Standards for Grades of Fresh Tomatoes (7 CFR 51.1855-51.1877).

Dated: September 16, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27488 Filed 9-20-77;8:45 am]

[7 CFR Part 1207]

[Amdt. 6]

POTATO RESEARCH AND PROMOTION PLAN

Responsibilities of Potato Handlers Regarding Assessment

AGENCY: Agricultural Marketing Service, USDA.

ACTION: Proposed rule.

SUMMARY: This notice invites comments on an amendment proposed by the Potato Board to clarify the responsibilities of potato handlers regarding assessments. This proposed amendment would elaborate on regulations concerning (1) who is responsible for paying assessments, particularly for seed potatoes, (2) certain reporting requirements, and (3) the procedure for obtaining a refund.

DATE: Comments due by Oct. 7, 1977.

ADDRESSES: Comments may be addressed to the Hearing Clerk, Room 1077 South Building, Department of Agriculture, Washington, D.C. 20250. Two copies of all written comments shall be submitted and they will be made available for inspection at the office of the Hearing Clerk during regular business hours.

FOR FURTHER INFORMATION CONTACT:

Charles R. Brader, Deputy Director, Fruit and Vegetable Division, AMS, U.S. Department of Agriculture, Washington, D.C. 20250, phone: 202-447-3545.

SUPPLEMENTARY INFORMATION: The Potato Board is the administrative agency established by the Potato Research and Promotion Plan (7 CFR Part 1207). The Plan is effective under the Potato Research and Promotion Act (7 U.S.C. 2611-2627).

The proposals are as follows:

§ 1207.507 [Amended]

1. Change the reference in § 1207.507 (b)(1) from "§ 1207.513(c)" to "§ 1207.513(d)."

2. In § 1207.512 revise paragraph (a)(8) to read as follows:

§ 1207.512 Designated handler.

* * * * *

(a)(8) Producer utilizes potatoes of his own production for seed in planting his subsequent crop. Such seed potatoes do not enter the current of commerce. There is no deignated handler in this instance since such potatoes have not been handled as heretofore defined and no assessment is due. However, seed potatoes sold or shipped to other producers for planting, or to other persons for subsequent disposition, enter the current of commerce and are subject to assessment. The producer of the seed potatoes is the designted handler and the assessment is due when the potatoes are first sold or otherwise handled by him.

§ 1207.513 [Amended]

3. § 1207.513 is amended as follows:

A. Delete subparagraph (a)(1).

B. Amend subparagraph (b)(3) by adding the words "or pay the assessment themselves" after the words "from their accounts."

C. Revise the paragraph reference in (b)(1) from (c) to (d).

D. Reletter paragraphs (a), (b) and (c) as (b), (c), and (d) respectively.

E. Add a new paragraph (a) as follows:

§ 1207.513 Payment of assessments.

(a) *Time of payment.* The assessment shall become due at the time a determination of assessable potatoes is made in the normal handling process, pursuant to § 1207.511. If no determination is made of the utilization of a lot, assessments shall be due on the entire lot when it enters the current of commerce.

* * * * *

4. Revise paragraph (a) of § 1207.514 to read as follows:

§ 1207.514 Refunds.

* * * * *

(a) *Application form.* A producer shall obtain a refund form from the Board by written request which shall bear the producer's signature. For partnerships, corporations, associations, or other business entities, a partner or an officer of the entity must sign the request and indicate his title.

* * * * *

Dated: September 16, 1977.

CHARLES R. BRADER,
Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.

[FR Doc.77-27487 Filed 9-20-77;8:45 am]

SECURITIES AND EXCHANGE COMMISSION

[17 CFR Parts 231, 271]

[Release Nos.: 33-5864, IC-9931, File No. S7-716]

RE-EXAMINATION OF THE STATEMENT OF POLICY RELATING TO THE SALES LITERATURE OF INVESTMENT COMPANIES

Inquiry

AGENCY: Securities and Exchange Commission.

ACTION: Request for written statements.

SUMMARY: The Commission has announced that the Division of Investment Management will begin a re-examination of the Commission's Statement of Policy relating to investment company sales literature with a view toward making it more workable and effective. Interested members of the public are invited to submit written statements making comments or suggestions concerning this proposed study.

DATES: Written statements should be received on or before December 15, 1977.

ADDRESSES: All comunications should be submitted in triplicate to George A. Fitzsimmons, Secretary, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549. Such communications should refer to File No. S7-716 and will be available for public inspection at the Commission's Public Reference Room, 1100 L Street NW., Washington, D.C.

FOR FURTHER INFORMATION CONTACT:

Anthony A. Vertuno, Special Counsel, Division of Investment Management, Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549 (202-755-1192).

SUPPLEMENTARY INFORMATION: On August 11, 1950, the Commission issued a Statement of Policy ("Statement") concerning the content of investment company sales literature. The Statement was issued so that "issuers, underwriters, and dealers may understand certain of the types of advertising and sales literature which the Commission considers may be violative of the statutory standards." The Statement was extensively revised in 1957 [22 FR 8977, Nov. 8, 1957] but since that time there have only been limited additions and revisions. Because of the time that has passed since the Commission has considered the Statement in its entirety and because during that time the statutory standards and interpretations of these standards have changed, the Commission believes the Statement should be reexamined and re-evaluated with a view toward making it a more workable and effective document in light of current conditions and practices. The Commission has assigned this task to its Division of Investment Management.

Comment is invited on each provision of the Statement in light of current statutory standards, Commission objectives and economic conditions. Written suggestions for additional provisions also will be considered.

In addition to considering the specifics of the Statement, the Staff of the Division will consider whether the Statement has been an effective means of deterring the abuses which the Commission intended to avoid and whether it serves a useful purpose for investment companies and investors. In this regard, Commission rulemaking as an alternative to the Statement will be considered. Comment is thus invited not only on the provisions of the Statement, but also on the need for such a Statement and/or rules.

Before the Study is complete, the Staff may recommend adoption of limited revisions of the Statement in certain specific areas as to which extensive public comment has previously been received. In additon, there may arise compelling reasons for earlier amendment of specific provisions. For instance, the Commission may find a particular practice so potentially misleading that it would want to express its disapproval without delay.

Comments should be submitted by December 15, 1977. This lengthy comment period should provide ample opportunity for full and detailed comment and should obviate the need for extensions of time to comment.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 14, 1977.

[FR Doc.77-27481 Filed 9-20-77;8:45 am]

DEPARTMENT OF TRANSPORTATION

Federal Highway Administration

[23 CFR Chapter I]

[FHWA Docket No. 76-21; Notice 3]

REVIEW OF REGULATIONS AND DIRECTIVES

Extension of Comment Period

AGENCY: Federal Highway Administration, DOT.

ACTION: Extension of comment period.

SUMMARY: This notice extends the period for comments on the notice, published August 18, 1977 (42 FR 41651), requesting views by September 20 on a study report on regulations and directive requirements and the improvement of Federal-aid highway program delivery procedures. Views were requested before the Administrator acts on the study recommendations. The comment period is extended because of requests by interested parties for additional time to analyze the study.

DATE: Comments will be received until October 7, 1977.

ADDRESS: FHWA Docket No. 76-21, Notice 3, Room 4230, Federal Highway Administration, U.S. Department of Transportation, 400 Seventh Street, SW., Washington, D.C. 20590.

FOR FURTHER INFORMATION CONTACT:

Dennis Judycki, Office of the Federal Highway Administrator (202-426-0848), Federal Highway Administration; or Hugh T. O'Reilly, Office of the Chief Counsel (202-426-0761), Federal Highway Administration. Office hours are from 7:45 a.m. to 4:15 p.m. e.t., Monday through Friday.

Dated: September 16, 1977.

KARL S. BOWERS,
Deputy Federal Highway Administrator, Federal Highway Administration.

[FR Doc.77-27482 Filed 9-20-77;8:45 am]

ENVIRONMENTAL PROTECTION AGENCY

[40 CFR Part 51]

[FRL 756-3]

AIR QUALITY MONITORING AND REPORTING OF DATA

Intent to Propose Rulemaking

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice of intent to propose rulemaking.

SUMMARY: The purpose of this notice is to inform the public that the Environmental Protection Agency intends to revise the 40 CFR Part 51 requirements for monitoring ambient air quality and for reporting of ambient air quality and source emissions data. These revisions will result in a more efficient use of ambient monitoring resources, more flexibility in meeting the monitoring needs of States, and higher quality data. The changes are needed because there may be, in some cases, more stations being reported to the national data bank than are necessary; existing regulations do not allow flexibility for short-term special purpose studies; the quantity of data prevents its timely submittal and incorporation into the national data bank; and a number of factors related to instrument siting, quality assurance, sampling methodology, and data handling have resulted in data of unknown quality and comparability.

FOR FURTHER INFORMATION CONTACT:

Stanley F. Sleva, Monitoring and Data Analysis Division, MD 14, Office of Air Quality Planning and Standards, Environmental Protection Agency, Research Triangle Park, N.C. 27711 (919-541-5447).

SUPPLEMENTARY INFORMATION: In order to eliminate the existing problems with the current monitoring networks, the Agency intends to revise the regulations specifying numbers of stations, revise the air quality and emissions reporting requirements, require a minimum quality assurance program, and develop guidelines for monitoring network design and probe siting. The 40 CFR Part 51 regulation revisions being considered

would require stations to be located and the probes to be sited according to the guideline criteria. The revisions being considered are recommended by the Agency's Standing Air Monitoring Work Group (SAMWAG) which consist of representatives from the Agency headquarters and Regional Offices as well as State and local agency personnel. Extensive meetings and workshops have been held in the process of arriving at these recommendations.

The recommendations of SAMWG are contained in a strategy document, "Air Monitoring Strategy for State Implementation Plans," which has been approved by the Administrator and is being distributed to State and local air pollution control agencies. The Regional Offices of this Agency have supplied their respective States with guidance concerning modifying air quality surveillance networks to conform to the strategy document. Efforts are now underway at the State level toward developing plans to implement these SAMWG recommendations. The regulatory revisions and guidelines to be prepared by this Agency will reflect the SAMWG recommendations and Regional Office guidance.

Ambient air monitoring in support of State Implementation Plans under the recommended system would be achieved through three categories of monitoring stations: State and local Air Monitoring Stations (SLAMS), National Air Quality Trend Stations (NAQTS), and Special Purpose Monitoring (SPM). The SLAMS would form a network of fixed stations designed to meet the fixed station monitoring objectives of the States and Regional Offices. The number and location of these SLAMS would be a subject of negotiation between EPA Regional Offices and the State and/or local air pollution control agencies and would be subject to the approval of the Regional Administrator. Certain Select stations in the SLAMS network would be designated NAQTS. These NAQTS would be those stations necessary for national assessment of trends and progress in achieving Natonall Ambient Air Quality Standards. This Agency's headquarters office would have input into the locations of these NAQTS to assure that national monitoring needs are adequately covered. The SPM stations would be for State and local agency use in carrying out special studies for unspecified periods of time.

Air quality data from the NAQTS would be required to be reported to the Agency's national data bank. The Regional Administrator may also require the submittal of all or a portion of the SLAMS data as he deems necessary for Regional Office requirements. The frequency of SLAMS data submissions their format and storage location would be subject to the approval of the Regional Administrator. However, as a minimum requirement, SLAMS data must be submitted in summary form, on an annual basis to the national data bank. The objective of this concept is to reduce the number of reporting stations to only what is necessary for data anaysis, streamline the data bank, increase the quality of data being submitted, and reduce the time lag between data gathering and data submittal.

SLAMS sites would provide data of a fixed station nature adequate to meet State, local, or Regional Office needs. SPM stations would provide additional information of a non-fixed station nature. This SPM data would not be reported to the national data bank but must be made available by the State or local agency upon request by EPA. These SPM stations would provide monitoring flexibility not presently available in existing monitoring networks.

Use of the guidelines for network design and monitor probe siting would assure accurate and comparable data from fixed station monitors. In addition to the air quality data reported from NAQTS, additional information concerning conditions at or near the stations would also be needed to enable proper analysis of the data and assure conformance with the guidelines.

Only one major revision is being considered for source emissions reporting. This would involve annual reporting of emissions from sources with actual emissions of 100 tons per year or greater instead of semiannual reporting. Also, if emissions did not change, the State would need to update the year of record of the data already on file at the national data bank.

The purpose of these revisions would be to provide more flexibility, a higher quality and comparability of data, and more timely data reporting.

Dated: September 14, 1977.

DOUGLAS M. COSTLE,
Administrator.

[FR Doc.77-27322 Filed 9-20-77;8:45 am]

[40 CFR Part 51]

[FRL 789-2]

OHIO

Approval and Promulgation of Implementation Plans

AGENCY: Environmental Protection Agency.

ACTION: Proposed rule.

SUMMARY: This is a proposed revision to the Ohio State Implementation Plan (SIP) for the Columbus and Southern Ohio Electric Company (CSOE) submitted by Governor James A. Rhodes pursuant to Section 110 of the Clean Air Act. This action would exempt Units 3 and 4 (Boiler Nos. 7 and 8) at the Picway Generating Station from Ohio SIP regulations AP-3-07 (visible emissions) and AP-3-11 (emission of particulate matter from fuel burning equipment) due to the size, use and scheduled retirement of these boilers by October 1, 1980. Any approval of this proposed revision would be conditioned upon the non-simultaneous operation of Units 3 and 4 (Boiler Nos. 7 and 8). This notice requests and encourages public comment.

DATE: Public comments received on or before October 21, 1977 will be considered.

ADDRESS: Comments to: Regional Administrator, Attention: Air Programs Branch, U.S. Environmental Protection Agency, 230 S. Dearborn Street, Chicago, Ill. 60604.

Copies of the proposal are available for public inspection during normal business hours at the above address and at:

U.S. Environmental Protection Agency, Public Information Reference Unit, Room 2922, 401 M Street SW., Washington, D.C. 20460.
Ohio Environmental Protection Agency, 361 East Broad Street, Columbus, Ohio 43216.

FOR FURTHER INFORMATION, CONTACT:

Patricia Springer, Air Programs Branch, Environmental Protection Agency, Region V, 230 S. Dearborn Street, Chicago, Illinois 60604; (312) 353-2205.

SUPPLEMENTARY INFORMATION: On October 17, 1975, the Governor of the State of Ohio submitted to the Regional Administrator, Region V, a Consent and Abatement Order for CSOE as a proposed revision to the SIP. This Order established compliance schedules for the installation of control equipment at Picway Generating Station, Boiler No. 9; Conesville Generating Station, Boiler Nos. 1, 2, 3 and 4; and Poston Generating Station, Boiler Nos. 1, 2, 3 and 4. No control strategy was required for Picway Generating Station, Units 3 and 4 (Boiler Nos. 7 and 8) provided that "use of both boilers is discontinued as soon as possible consistent with load demand, but no later than October 1, 1980."

This submission also affects Ohio SIP regulations AP-3-04 (compliance date for particulate matter) and AP-7 (control of nitrogen oxides).

On September 23, 1976, the Regional Administrator approved a revision to the Ohio SIP which, in part, extended the final attainment date for primary and secondary National Ambient Air Quality Standards (NAAQS) for suspended particulate matter to April 15, 1977 (41 FR 41691). This extension negated the need for a revision of the SIP for all the aforementioned CSOE boilers except Picway Generating Station, Units 3 and 4 (Boiler Nos. 7 and 8) which are not affected by the particulate matter attainment date extension and, therefore, remain a concern in this submittal. Since the State of Ohio has met NAAQS for nitrogen oxides, no control strategy is necessary and the need for a SIP revision with respect to nitrogen oxides is not an issue here.

In reviewing the proposed SIP revision, it was determined that there were the following deficiencies: (1) The submittal did not contain an air quality dispersion modeling analysis demonstrating that the lack of a control strategy for total suspended particulates at the Picway Generating Station, Units 3 and 4 (Boiler Nos. 7 and 8) would not cause a violation of NAAQS, and (2) A public hearing had not been held in accordance

with the requirements set forth in 40 CFR 51.4.

On November 17, 1976, the Governor submitted an air quality dispersion modeling analysis. This analysis demonstrated that NAAQS would be attained and maintained, but only when Boiler Nos. 7 and 8 are not operating simultaneously. CSOE has verbally confirmed that these boilers are never operated simultaneously. Non-simultaneous operation would, therefore, be a condition to approval of this revision.

A public hearing was held March 16, 1977, in Columbus, Ohio after notice conforming to 40 CFR Part 51, Requirement for Preparation, Adoption, and Submittal of Implementation Plans, was given. A supplement to the October 17, 1975, proposed SIP revision was submitted to the Regional Administrator, Region V, on June 1, 1977, by the Governor of Ohio. This supplemental submittal contained documentation regarding the public hearing.

The decision of the Administrator to approve or disapprove the proposed revisions to the SIP will be based on whether or not they meet the requirements of Clean Air Act section 110(a)(2)(A)–(H), and the requirements of 40 CFR Part 51, Requirements for Preparation, Adoption, and Submittal of Implementation Plans.

(Section 110 of the Clean Air Act (42 U.S.C. 1857c-5))

Dated: August 31, 1977.

GEORGE ALEXANDER,
Regional Administrator.

[FR Doc.77-27494 Filed 9-20-77;8:45 am]

[40 CFR Part 35]

[FRL-780-1]

PESTICIDES ENFORCEMENT GRANT PROGRAM

Intent To Develop Regulations

AGENCY: Environmental Protection Agency.

ACTION: Advance Notice of Proposed Rulemaking.

SUMMARY: Section 23(a)(1) of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA) authorizes the Administrator to assist states in implementing cooperative state-Federal enforcement programs through grants-in-aid. The Environmental Protection Agency is considering developing regulations to implement a pesticides enforcement grant program with states interested in entering into cooperative enforcement efforts with EPA.

The purpose of this notice is to advise interested members of the public, including but not limited to state and local government agencies; pesticide producers, formulators, distributors; and consumer, agricultural, and public interest groups of the Agency's intent to develop pesticide enforcement grant regulations and to designate the Agency contact point for the anticipated rulemaking.

FOR FURTHER INFORMATION CONTACT:

Barbara Paul, Policy and Guidance Branch, Pesticides and Toxic Substances Enforcement Division (EN-342), Environmental Protection Agency 401 M Street SW., Washington D.C. 20460, 202-755-0914.

DATE: Comments, recommendations, or suggestions received by October 21, 1977, will be considered in the development of these Pesticide Enforcement Grant Regulations.

ADDRESS: All such comments should be addressed to:

Mr. Alexander J. Greene, Director, Grants Administration Division (PM-216), Environmental Protection Agency, Washington, D.C. 20460, 202-755-0850.

Dated: September 15, 1977.

DOUGLAS M. COSTLE,
Adminis rator.

[FR Doc.77-27483 Filed 9-20-77;8:45 am]

[40 CFR Part 162, 173]

[FRL 795-2 OPP-30011A]

PESTICIDE PROGRAMS

Submission of Test Data in Support of Application for Registrations, Compensation Claim for Use of Data, Rules of Practice for Claims Determinations; Extension of Comment Period

AGENCY: Environmental Protection Agency (EPA), Office of Pesticide Programs.

ACTION: Extension of Comment Period.

SUMMARY: The time for filing comments on the subject proposed rule is being extended because the amount of interest generated.

DATE: Comments must be received on or before November 21, 1977.

ADDRESS COMMENTS TO: Federal Register Section, Technical Services Division (WH-569), Office of Pesticide Programs, EPA, Rm. 401, East Tower, 401 M St. S.W., Washington, D.C. 20460.

FOR FURTHER INFORMATION CONTACT:

Mr. Jesse Mayes, Registration Division (WH-567), Office of Pesticide Programs, EPA 202/426-8815).

SUPPLEMENTARY INFORMATION: On June 20, 1977 (42 FR 31285), the Environmental Protection Agency published in the FEDERAL REGISTER proposed rules which described how applicants for registration and reregistration of a pesticide should submit data in support of the application; the proposed rule further described how persons may file claims for compensation for use by other persons of their data, and sought to establish rules of practice for use in the claims determination hearings under section 3(c)(1)(D) of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended. The comment period closed on August 19, 1977.

However, because of the interest generated by the proposed regulations, the time for filing comments is being extended. There have been requests from affected parties in this regard; there is also Congressional action pending concerning this Section of the amended FIFRA, which might necessitate changes in the regulations. Therefore, it has been determined that it is the best interest of the public to extend the comment period. Commens may be submitted to the Federal Register Section at the address published in the previous notice; all written comments filed pursuant to this proposed rule will be available for public inspection at the office of the Federal Register Section on normal work days from 8:30 a.m. to 4:00 p.m.

Dated: September 15, 1977.

EDWIN L. JOHNSON,
Acting Special Assistant to the Administrator.

[FR Doc.77-27413 Filed 9-20-77;8:45 am]

[40 CFR Part 180]

[FRL 795-4; PP 5E1587/P57]

TOLERANCES AND EXEMPTIONS FROM TOLERANCES FOR PESTICIDE CHEMICALS IN OR ON RAW AGRICULTURAL COMMODITIES

Proposed Exemption From the Requirement of a Tolerance for the Pesticide Chemical Cross-Linked Polyurea-Type Encapsulating Polymer

AGENCY: Office of Pesticide Programs, Environmental Protection Agency (EPA).

ACTION: Proposed Rule.

SUMMARY: This notice proposes that a cross-linked polyureau-type polymer used as an encapsulating material for pesticide formulations be exempted from the requirement of a tolerance. The proposal was submitted by Stauffer Chemical Co. This amendment will provide for enhanced pesticidal activity.

DATE: Comments must be received on or before October 21, 1977.

ADDRESS COMMENTS TO: Federal Register Section, Technical Service Division (WH-569), Office of Pesticide Programs, EPA, Rm. 401, East Tower, 401 M Street SW., Washington D.C. 20460.

FOR FURTHER INFORMATION CONTACT:

Mr. Robert Taylor, Product Manager (PM) 25, Registration Division (WH-567), Office of Pesticide Programs, EPA, 202-426-2632.

SUPPLEMENTARY INFORMATION: Stauffer Chemical Co., 1200 S. 47th Street, Richmond, Calif. 94804, has submitted a pesticide petition (PP 5E1587) to the EPA. This petition requests that the Administrator propose that 40 CFR 180 be amended by the establishment of an exemption from the requirement of a tolerance for residues of the cross-linked polyurea-type polymer when used as an inert encapsulating material for pesticide formulations applied prior to planting. The inert will constitute no more than 10% by weight of any pesticide formulation, and the registration of each new pesticide formulation incorporating it must be supported by residue data for the pesticide as well as quality control procedures for ensuring predictable release characteristics of the pesticide and relatively uniform toxicity of various production lots.

The data submitted in the petition and all other relevant material have been evaluated, and it is concluded that the exemption from the requirement of a tolerance established by amending 40 CFR 180 will protect the public health. The toxicological data on the inert material considered in support of the proposed exemption from the requirement of a tolerance were an acute oral lethal dose $_{50}$(LD_{50}) test on rats, a rabbit skin irritation study, an acute dermal LD_{50} on rabbits, a rabbit eye irritation study, a rat acute inhalation study, and a skin sensitization test on guinea pigs. Based on subacute rat and dog-feeding studies, the no effect levels were, respectively, 160 milligrams (mg)/kilogram (kg) of body weight/day and 250 mg/kg of body weight/day. The data are sufficient to evaluate hazard from the proposed use.

There are no pending regulatory actions against registration of the polymer. Although certain questions regarding the use of encapsulated pesticides have been referred to the Science Advisory Board, the preplant use of this material would not result in residues of the polymer in food. The Science Advisory Board considerations are therefore not germane to this proposal. There is no reasonable expectation of residues in eggs, meat, milk, or poultry, as delineated in 40 CFR 180.6(a)(3) or in crops resulting from the preplant use.

It is proposed, therefore, that the exemption from the requirement of a tolerance be established as set forth below.

Any person who has registered, or submitted an application for the registration of a pesticide under the Federal Insecticide, Fungicide, and Rodenticide Act which contains any of the ingredients listed herein may request on or before October 21, 1977, that this rulemaking proposal be referred to an advisory committee in accordance with section 408(e) of the Federal Food, Drug, and Cosmetic Act.

Interested persons are invited to submit written comments on the proposed regulation. Three copies of the comments should be submitted to facilitate the work of the Agency and of others interested in inspecting them. The comments must bear a notation indicating both the subject and the petition/document control number, "PP5E1587/P57". All written comments filed in response to this notice of proposed rulemaking will be available for public inspection in the office of the Federal Register Section from 8:30 a.m. to 4 p.m. Monday through Friday.

(Section 408(e) of the Federal Food, Drug, and Cosmetic Act [21 U.S.C. 346a(e)].)

Dated: September 15, 1977.

DOUGLAS D. CAMPT,
Acting Director,
Registration Division.

It is proposed that Part 180, Subpart D, be amended by adding the new § 180.1039 to read as follows:

§ 180.1039 Cross-linked polyurea-type encapsulating polymer; exemption from the requirement of a tolerance.

The cross-linked polyurea-type polymer formed by the reaction of a mixture of toluene diisocyanate and polymethylene polyphenylisocyanate is exempted from the requirement of a tolerance when used as an inert encapsulating material for pesticide formulations applied prior to planting. The inert will constitute no more than 10% by weight of any pesticide formulation. Registration of each new pesticide formulation incorporating the encapsulating material must be supported by residue data for the pesticide and quality control procedures for ensuring predictable release characteristics of the encapsulated pesticide and relatively uniform toxicity of various production lots.

[FR Doc.77-27484 Filed 9-20-77;8:45 am]

[40 CFR Part 180]

[FRL 793-7; Opp-300013]

TOLERANCES AND EXEMPTIONS FROM TOLERANCES FOR PESTICIDE CHEMICALS IN OR ON RAW AGRICULTURAL COMMODITIES

Proposed Exemptions From Requirement of a Tolerance for Certain Inert Ingredients in Pesticide Formulations

AGENCY: Office of Pesticide Programs, Environmental Protection Agency (EPA).

ACTION: Proposed rule.

SUMMARY: This notice proposes that certain additional inert (or occasionally active) ingredients in pesticide formulations be exempted from tolerance requirements. The ingredient requests were submitted by various firms. This amendment will permit the use of additional inerts in pesticide formulations..

DATE: Comments must be received on or before October 21, 1977.

ADDRESS COMMENTS TO: Federal Register Section, Technical Services Division (WH-569), Office of Pesticide Programs, EPA, Room 401, East Tower, 401 M St. SW., Washington, D.C. 20460.

FOR FURTHER INFORMATION CONTACT:

Mr. David L. Ritter, Toxicology Branch, Registration Division (WH-567), Office of Pesticide Programs, EPA (202-426-2680).

SUPPLEMENTARY INFORMATION: At the request of several interested persons, the Administrator is proposing to amend 40 CFR 180.1001 by exempting certain additional pesticide chemicals which are inert (for occasionally active) ingredients in pesticide formulations from tolerance requirements.

The inert (or occasionally active) ingredients concerned, the firms requesting the exemptions, and the bases for their approval are as follows:

Inert ingredient	Firm	Bases for approval
Butane	Phillips Petroleum Co., Bartlesville, Okla. 74004.	No reasonable expectation of residues in human food. Cleared under the Food and Drug Administration's Generally Recognized As Safe (GRAS) list.
Propane	do	No reasonable expectation of residues in human food.
Rhodamine B.	Burroughs Wellcome Co., Research Triangle Park, N.C. 27709.	2-yr rat studies (one of which emphasized carcinogenicity), a 2-yr dog-feeding study, and an 18-mo mouse skin cancer study.
Soybean oil-derived fatty acids.	Humko Sheffield Chemical Co., P.O. Box 396, Memphis, Tenn. 38101.	Previously cleared under sec. 180.1001(c) either individually (palmitic, stearic, oleic, linoleic, and linolenic acids) or under some other chemical name, e.g., tall oil fatty acids. The ingredient is a natural component of the diet of man and his domestic animals.

Based on the above information, available information on the chemistry of these substances, and a review of their use, it has been found that, when used in accordance with good agricultural practice, these substances are useful and do not pose a hazard to the environment. It is concluded, therefore, that the proposed amendments to 40 CFR 180.1001 will protect the public health, and it is proposed that the regulation be established as set forth below.

Any person who has registered or submitted an application for the registration of a pesticide under the Federal Insecticide, Fungicide, and Rodenticide Act which contains any of the ingredients listed herein may request, on or before October 21, 1977 that this proposal be referred to an advisory committee in accordance with section 408(e) of the Federal Food, Drug, and Cosmetic Act.

Interested persons are invited to submit written comments on the proposed

regulation. Three copies of the comments should be submitted to facilitate the work of the Agency and of others interested in inspecting them. The comments must bear a notation indicating both the subject matter and the OPP document control number "OPP-300013". All written comments filed in response to this notice will be available for public inspection in the office of the Federal Register Section from 8:30 a.m. to 4 p.m. Monday through Friday.

Dated September 12, 1977.

DOUGLAS D. CAMPT,
Director,
Registration Division.

(Section 408(e) of the Federal Food, Drug, and Cosmetic Act (21 U.S.C. 346a(e)).)

It is proposed that Part 180, Subpart D, Section 180.1001 be amended by alphabetically inserting new items in paragraphs (c) and (e) as follows:

* * * * *

§ 180.1001 Exemptions from the requirement of a tolerance.

* * * * *

(c) * * *

Inert ingredients	Limits	Uses
* * * *		
Butane		Propellant.
* * * *		
Propane		Do.
* * * *		
Soybean oil-derived fatty acids.		Solvent, cosolvent.
* * * *		

(e) * * *.

Inert ingredients	Limits	Uses
* * * *		
Butane		Propellant.
* * * *		
Propane		Do.
* * * *		
Rhodamine B		Dye.
* * * *		

[FR Doc.77-27220 Filed 9-20-77;8:45 am]

COMMUNITY SERVICES ADMINISTRATION

[45 CFR Part 1069]

GRANTEE PERSONNEL MANAGEMENT

Restrictions on Charging Out-of-State Travel to Grant Funds (CSA Instruction 6910-1a)

Correction

In FR Doc 77-27028 appearing at page 46559 in the issue of Friday, September 16, 1977, the headings should read as set forth above.

FEDERAL COMMUNICATIONS COMMISSION

[47 CFR Part 73]

[Docket No. 21392; RM-2816]

TELEVISION BROADCAST STATIONS IN LEXINGTON, KY. AND PORTSMOUTH, OHIO

Proposed Changes in Table of Assignments

AGENCY: Federal Communications Commission.

ACTION: Notice of proposed rule making.

SUMMARY: FCC proposes to assign TV Channel 36 to Lexington, Ky., as a substitute for Channel 62 and this requires the deletion of unoccupied Channel 36 from Portsmouth, Ohio. The licensee of Channel 62 claims that such a switch would allow it to provide more service and better compete with other UHF television stations in Lexington.

ADDRESSES: Federal Communications Commission, Washington, D.C. 20554.

DATES: Comments must be received on or before October 28, 1977, and reply comments on or before November 17, 1977.

FOR FURTHER INFORMATION CONTACT:

Bonnie H. Lea, Broadcast Bureau, 202-632-7792.

SUPPLEMENTARY INFORMATION:

In the matter of Amendment of § 73.606(b), Table of Assignments, Television Broadcast Stations. (Lexington, Ky., and Portsmouth, Ohio.); Docket No. 21392, RM-2816.

Adopted: September 13, 1977.

Released: September 15, 1977.

By the Chief, Broadcast Bureau:

1. The Commission has before it a petition for rulemaking filed by Starr WTVQ, Inc. ("Starr"), licensee of Station WTVQ-TV, Channel 62, Lexington, Ky., seeking the substitution of UHF-TV Channel 36 for Channel 62 at Lexington (1970 pop. 174,323) and modification of its license. However, in order to make the substitution it would be necessary to delete unoccupied and unapplied for Channel 36 at Porthmouth, Ohio. Starr proposes Channel 55 as a replacement for Channel 36 at Portsmouth, Ohio.[1] As a result of these changes, Starr says that Channel 62 could then be assigned to Glasgow, Ky., a community of 11,301 persons, as a first television assignment, or it could be kept in reserve for future assignment.

2. Starr contends that such a change in the assignments, which would cure reception problems the station suffers on Channel 62, that it is supported by past Commission television assignment policies at Lexington, and that it could provide additional service through an assignment to Glasgow, Ky.

3. Starr states that its present technical and competitive disadvantage springs from the tuning spread between Channel 62 and its commercial competitors in Lexington, WLEX-TV (Channel 18) and WKYT-TV (Channel 27).[2] Because most television sets are equipped with continuous tuners, Starr alleges that viewers find it easier to tune between Channels 18 and 27, than to tune to Channel 62. Furthermore, in spite of technical efforts to expand service, Starr states that studies conducted on its behalf indicate that local viewers perceive its signal to be substantially inferior to the signals from the Channel 18 and Channel 27 stations.

4. Historically, Starr refers to the Commission's 1961 assignment of Channel 40 to Lexington when Channels 64 and 70 were already assigned and available, Report and Order, 41 FCC 1018.[3] The decision mentioned a technical advantage for lower UHF channels resulting from greater sensitivity of receivers in the lower bands, and noted that inconvenience could result to the public if all UHF stations in a market were not in the same general position on the tuning dial. To encourage the provision of another UHF service in Lexington, the Commission said it would make the assignment since it required no changes in other authorizations. No station ever came into operation on Channel 40, however, and it was deleted when the Commission ran its first television assignment computer program in 1965. Fourth Report and Order, 41 FCC 1082 (1965). That proceeding effected nationwide reallocation and expansion of UHF channels, but Channel 40 was deleted from Lexington with specific reference to the prior findings by the Commission in the 1961 assignment. Starr argues that the same findings should apply to its proposal for Channel 36 at Lexington.

[1] Although a Channel 55 assignment at Portsmouth, if adopted, would necessitate off-set changes for Channel 55 assignments at Akron, Ohio, and State College, Pa., this does not appear to warrant consideration as we do not now propose such a substitution.

[2] Lexington is an all UHF-TV market.

[3] The Commission also assigned Channel 46 to Lexington as a noncommercial educational assignment by Report and Order, 41 FCC 1029 (1961). The Commission noted that the petitioner preferred a lower UHF-TV channel for greater coverage, rather than 64 or 70.

5. Finally, Starr cites the rapidly increasing population of Lexington in support of its claim of need for increased coverage which it claims would result from the channel switch. It requests an Order to Show Cause to modify its license from Channel 62 to 36, upon assignment. Starr states that it intends to promptly operate on the new frequency if so authorized.

6. It is true that a Show Cause Order is not required because Starr has requested modification and thereby is deemed to have waived its rights to a hearing under section 316 of the Communications Act. The Commission may modify the license directly by Order. The Commission has recognized the possibility of increased service utilizing low band UHF-TV channels, and made such assignments when it appeared that a public benefit would result. It does not necessarily follow that the same view regarding lower UHF channels should be expressed now as it was then, as various events have intervened. Even so it does appear preferable to consider a pattern of assignments which does not have the channels as widely dispersed. In view of the foregoing, we are willing to explore in rulemaking the benefits that might arise from reassigning unoccupied Channel 36 from Portsmouth to Lexington as a substitute for Channel 62 there.

7. We shall not propose the substitution of Channel 55 at Portsmouth or reassignment of Channel 62 to Glasgow, Ky., as no party has come forward to seek either channel. The channels can remain available for assignment in the future, and the Commission will have some flexibility in their use. Portsmouth would still have Channel 30, which is presently unoccupied, and for which there is no application tendered.

8. Accordingly, it is proposed that the Television Table of Assignments, § 73.606(b) of the Commission's rules and regulations, be amended with respect to the cities below to read as follows:

City	Channel No.	
	Present	Proposed
Lexington, Ky.....	18+, 27−, *46, 62	18+, 27−, 36−, *46
Portsmouth, Ohio..	30, 36, *42−	30, *42−

9. The Commission's authority to institute rulemaking proceedings showings required, cut-off procedures, and filing requirements are contained below and are incorporated by reference herein.

10. Interested parties may file comments on or before October 28, 1977, and reply comments on or before November 17, 1977.

FEDERAL COMMUNICATIONS COMMISSION,
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

1. Pursuant to authority found in sections 4(i), 5(d)(1), 303 (g) and (r), and 307(b) of the Communications Act of 1934, as amended, and § 0.281(b)(6) of the Commission's rules, it is proposed to amend the TV Table of Assignments, § 73.606(b) of the Commission's rules and regulations, as set forth in the Notice of Proposed Rule Making to which this is attached.

2. *Showing required.* Comments are invited on the proposal(s) discussed in the Notice of Proposed Rule Making to which this is attached. Proponent(s) will be expected to answer whatever questions are presented in initial comments. The proponent of a proposed assignment is also expected to file comments even if it only resubmits or incorporates by reference its former pleadings. It should also restate its present intention to apply for the channel if it is assigned, and, if authorized, to build the station promptly. Failure to file may lead to denial of the request.

3. *Cut-off procedures.* The following procedures will govern the consideration of filings in this proceeding.

(a) Counterproposals advanced in this proceeding itself will be considered, if advanced in initial comments, so that parties may comment on them in reply comments. They will not be considered if advanced in reply comments. (See § 1.420 (d) of Commission Rules.)

(b) With respect to petitions for rule making which conflict with the proposal(s) in this Notice, they will be considered as comments in the proceeding, and Public Notice to this effect will be given as long as they are filed before the date for filing initial comments herein. If filed later than that, they will not be considered in connection with the decision in this docket.

4. *Comments and reply comments; service.* Pursuant to applicable procedures set out in §§ 1.415 and 1.420 of the Commission's Rules and Regulations, interested parties may file comments and reply comments on or before the dates set forth in the Notice of Proposed Rule Making to which this Appendix is attached. All submissions by parties to this proceeding or persons acting on behalf of such parties must be made in written comments, reply comments, or other appropriate pleadings. Comments shall be served on the petitioner by the person filing the comments. Reply comments shall be served on the person(s) who filed comments to which the reply is directed. Such comments and reply comments shall be accompanied by a certificate of service. (See § 1.420 (a), (b) and (c) of the Commission rules.)

5. *Number of copies.* In accordance with the provisions of Section 1.420 of the Commission's Rules and Regulations, an original and four copies of all comments, reply comments, pleadings, briefs, or other documents shall be furnished the Commission.

6. *Public inspection of filings.* All filings made in this proceeding will be available for examination by interested parties during regular business hours in the Commission's Public Reference Room at its headquarters, 1919 M Street NW., Washington, D.C.

[FR Doc.77-27399 Filed 9-20-77;8:45 am]

[47 CFR Part 73]

[Docket No. 20337; RM-2296]

FM BROADCAST STATIONS IN BAXLEY, SANDERSVILLE & SPARTA, GEORGIA

Order to Show Cause

AGENCY: Federal Communications Commission.

ACTION: Memorandum Opinion and Order and Order to Show Cause.

SUMMARY: Show Cause Order is issued to Station WSNT-FM, Sandersville, Georgia, which would require a change in its channel assignment. The change in this channel and the vacant channel assignment at Sparta, Georgia, would permit assignment of a Class C FM channel to Baxley, Georgia.

DATES: Non-Applicable.

ADDRESSES: FCC, Washington, D.C. 20554.

FOR FURTHER INFORMATION, CONTACT:

Bonnie H. Lea, Broadcast Bureau, 202-632-7792.

SUPPLEMENTARY INFORMATION:

In the matter of Amendment of § 73.202(b), Table of Assignments, FM Broadcast Stations. (Baxley, Sandersville, and Sparta, Georgia), Docket No. 20337, RM-2296; Memorandum Opinion and Order and Order to Show Cause; (42 FR 33045, June 29, 1977).

Adopted: September 7, 1977.

Released: September 14, 1977.

1. The Commission has before it the Memorandum Opinion and Order and Further Notice of Proposed Rule Making[1] and a response from petitioner WHAB Radio, Inc. ("WHAB"), licensee of AM Station WUFE, Baxley, seeking reinstatement of a proposal to assign Class C Channel 233 to Baxley. This was WHAB's original proposal. As discussed in paragraph 2, the Commission decided not to proceed with this approach but to consider a Class A assignment instead. Assigning Channel 233 to Baxley would also require the substitution of Channel 244A for unoccupied Channel 228A at Sparta, Georgia, and the modification of the license of Sandersville, Georgia, Station WSNT-FM from Channel 232A to Channel 228A.

2. Although the Commission had agreed to explore the possibility of a Class C assignment, as had been requested by WHAB, such a proposal was contrary to the Commission's usual policy to assign a Class A rather than a Class C channel to a small community like Baxley. Consequently, the first Notice of Proposed Rule Making[2] requested additional information from WHAB to support a Class C assignment. WHAB

[1] 42 FR 25342; adopted May 10, 1972; released May 17, 1977.

[2] 40 FR 4939; adopted January 21, 1975; released January 29, 1975.

answered that no Class A channels were available to assign to Baxley, so it could only be through use of a Class C channel that a first local radio service could be provided. Subsequently, however, a Class A channel (240A) did become available, and the Commission decided that channel would be the preferable assignment since it could provide Baxley with local service and would require no other assignment changes. Also, at that point, WHAB had submitted no showings of any advantage for a Class C over a Class A assignment. Therefore, the Commission denied the Channel 233 proposal for Baxley and proposed by Further Notice the assignment of Channel 240A.

3. Now WHAB asks in effect for reinstatement of the original proposal. It does so on the grounds that special circumstances do exist which would make a Class C channel at Baxley the preferable assignment. WHAB presents a Roanoke Rapids and Anamosa study[3] indicating that a first aural service could be provided at night to 2,507 more people in an area of 427 square kilometers (165 square miles) and a second such service to 23,834 more people in an area of 1,270 square kilometers (490 square miles), with a Class C station than with a Class A station of Baxley.[4] WHAB also notes that a transmitter site for a Class A channel would have to be located at least eight kilometers (five miles) southwest of Baxley, whereas a Class C Channel 233 transmitter site could be located anywhere in a much wider area including Baxley itself.

4. We did not request these first service showings earlier because the Notice was predicated on the assumption that the Class C channel was the only one available to Baxley. Though such a showing might have been useful, it was not thought necessary to require since there were other bases on which to attempt to justify a Class C channel. Changed circumstances since that time, during which a Class A channel also became available, made it appropriate to make a comparison between the desirability of a Class A or Class C assignment. The Commission previously proposed only the Class A assignment, since it was favored by our policy and there was no information before us to justify consideration of an exception to our policy at that time. We now find that WHAB's new information indicating significant first and second nighttime aural service may be provided by a Class C assignment warrants further investigation.

5. Since the first Notice in this proceeding already proposed the assignment of Channel 233 to Baxley as well as the substitution of channels at Sandersville and Sparta, it is unnecessary to issue another Notice of Proposed Rule Making. All interested parties have had an opportunity to participate. We shall simply consider that Notice to be reinstated as an alternative to the Further Notice which proposed Channel 240A for Baxley. Ordinarily in these circumstances it might be possible to proceed directly to resolve the issue of what channel to assign. However, we have not taken the step of issuing a Show Cause Order to Radio Station WSNT, Inc., the licensee on Channel 232A in Sandersville which would have to change channels to accommodate the Class C proposal. WHAB has stated its willingness to provide reimbursement for reasonable expenses incurred should WSNT be required to change channels. Procedurally then, it is only necessary to issue this Order to Show Cause to WSNT for modification in the event that, after consideration, the Channel 233 alternative is adopted for Baxley.

6. Accordingly, it is ordered, That pursuant to Section 316 of the Communications Act of 1934, as amended, Radio Station WSNT, Inc., licensee of WSNT-FM, Sandersville, Georgia, shall show cause why its license should not be modified to specify operation on Channel 228A in lieu of Channel 232A if the Commission in this proceeding finds it in the public interest to substitute Channel 228A for 232A at Sandersville and to modify the license of Station WSNT as proposed. Radio Station WSNT, Inc., would be entitled to reimbursement for this change in accordance with established Commission policy.

7. Pursuant to § 1.87 of the Commission's Rules and Regulations, the licensee of Station WSNT, Sandersville, Georgia, may, not later than October 25, 1977, request that a hearing be held on the proposed modification. Pursuant to § 1.87(f), if the right to request a hearing is waived, WSNT may, not later than October 25, 1977, file a written statement showing with particularity why its license should not be modified as proposed in this Order to Show Cause. In this case, the Commission may call on Radio WSNT, Inc., to furnish additional information, designate the matter for hearing, or issue, without further proceedings, an Order modifying the license as provided in the Show Cause Order. If the right to request a hearing is waived and no written statement is filed by the date referred to above, Radio Station WSNT, Inc., will be deemed to consent to modification as proposed in the Order to Show Cause and a final Order will be issued by the Commission, if the channel changes mentioned above are found to be in the public interest.

3. It is further ordered, That the earlier denial of the proposal to assign Class C Channel 233 to Baxley, Georgia, is reversed and that this proposal is reinstated.

9. This action is taken pursuant to authority found in Sections 4(i), 5(d)(1), 303(r) and 316 of the Communications Act of 1934, as amended, and §§ 0.281 and 1.87 of the Commission's Rules and Regulations.

10. It is directed, That the Secretary of the Commission send a copy of this Order by certified mail, return receipt requested, to Radio Station WSNT, Inc., Sandersville, Georgia, the party to whom the Order to Show Cause is directed.

FEDERAL COMMUNICATIONS COMMISSION,
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

[FR Doc.77-27397 Filed 9-20-77;8:45 am]

[3] Roanoke Rapids, North Carolina, 9 F.C.C. 2d 672 (1967), and Anamosa, Iowa, 46 F.C.C. 2d 520 (1974).

[4] Roanoke Rapids utilizes "reasonable facilities" criteria for the coverage of other stations. WHAB also states that, with existing facilities of other stations, a Class C station could serve 5,340 more people with a first nighttime aural service and 25,633 with a second such service, than could a Class A station at Baxley.

[47 CFR Part 73]

[Docket No. 21358; RM-2661]

TELEVISION BROADCAST STATIONS IN OGDEN, UTAH

Order Extending Time for Filing Comments and Reply Comments

AGENCY: Federal Communications Commission.

ACTION: Orders.

SUMMARY: Action herein extends the time for filing comments and reply comments in response to a Notice of Proposed Rule Making which proposes removing the reservation of television Channel *9 at Ogden, Utah, for noncommercial educational use only. Ashley L. Robinson, proponent in this proceeding, requests additional time so that he may file information desired by the Commission in the Notice.

DATES: Comments must be received on or before October 31, 1977, and reply comments must be received on or before November 21, 1977.

ADDRESSES: Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT:

Mildred B. Nesterak, Broadcast Bureau, 202-632-7792.

SUPPLEMENTARY INFORMATION:

In the matter of Amendment of § 73.606(b), Table of Assignments, Television Broadcast Stations. (Ogden, Utah); Docket No. 21358, RM-2661; Order Extending Time for Filing Comments and Reply Comments (42 FR 41302 August 16, 1977.)

Adopted: September 14, 1977.

Released: September 16, 1977.

1. On August 10, 1977, the Commission released a Notice of Proposed Rule Making, 42 FR 41302, in this proceeding. The Notice proposes removing the reservation of television Channel *9 at Ogden, Utah, for noncommercial educational use only. The dates for filing comments and reply comments are September 19, and October 11, 1977, respectively.

2. On August 18, 1977, KUTV, Inc., licensee of a Salt Lake City VHF commercial television station, which opposes the Ogden proposal, sought to extend these dates to November 21, 1977, and January

6, 1978. On September 2, 1977, the Commission released an Order[1] denying KUTV's request. This action was taken before Ashley L. Robison ("Robison"), proponent in this proceeding, filed a timely partial opposition. He stated that the time requested by KUTV was unreasonable, but he suggested the dates of October 31, and November 21, 1977, for the filing of comments and reply comments could be justified.

3. On September 8, 1977, Robison filed a request for additional time in which to file comments and reply comments to and including October 31, and November 21, 1977, respectively. He states that the matters in the Notice, upon which the Commission desires information, will require extensive and time-consuming efforts for meaningful comments. He points out that having this in mind he earlier suggested October 31 as the filing date for comments and continues to believe that such additional time is required for a full presentation in the public interest.

4. We are of the view that the requested extension of time is warranted so that Robison may file any information which may be helpful to the Commission in resolving the issues in this proceeding. Accordingly, it is ordered, that the time for filing comments and reply comments in Docket 21358, is extended to and including October 31, and November 21, 1977, respectively.

5. This action is taken pursuant to authority found in Sections 4(i), 5(d)(1), and 303(r) of the Communications Act of 1934, as amended, and § 0.281 of the Commission's Rules.

FEDERAL COMMUNICATIONS COMMISSION,
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

[FR Doc.77-27398 Filed 9-20-77;8:45 am]

[47 CFR Part 73]

[Docket No. 21394; RM-2820; RM-2840; RM-2868]

FM BROADCAST STATIONS IN MOULTRIE, CAMILLA, CAIRO, AND HOMERVILLE, GA.

Proposed Changes in Table of Assignments

AGENCY: Federal Communications Commission.

ACTION: Notice of proposed rule making and order to show cause.

SUMMARY: FCC proposes three alternative FM channel assignmentt plans for certtain Georgia communities. The first proposal would assign first FM channels to Cairo and Homerville, Ga. The second proposal would assign a second FM channel to Moultrie, Ga., and a first FM channel to Homerville, Ga. It would also substitute channels at Camilla, Ga. The third proposal, like the first would assign a first FM channel to both Cairo and Homerville, but it would do so by substituting channels at Camilla, Ga.. These proposals result from separate petitions by Radio Station WMGA, Moultrie, Ga., by James E. Palen, and by Jack J. Brinkley.

DATES: Comments must be received on or before October 31, 1977, and reply comments on or before November 21, 1977.

ADDRESSES: Federal Communications Commission, Washington, D.C. 20554.

FOR FURTHER INFORMATION CONTACT:

Freda Lippert Thyden, Broadcast Bureau, 202-632-7792.

SUPPLEMENTARY INFORMATION:

In the matter of Amendment of § 73.-202(b), Table of Assignments, FM Broadcast Stations. (Moultrie, Camilla, Cario and Homerville, Ga.); Docket No. 21394, RM-2820, RM-2840, RM-2868.

Adopted: September 14, 1977.

Released: September 16, 1977.

1. The Commission, by the Chief, Broadcast Bureau, has before it for consideration three petitions which propose amending section 73.202(b) of the rules, the FM Table of Assignments. The first petition (RM-2820), filed by John F. Pidcock and Roy F. Zess d.b.a. Radio Station WMGA ("WMGA"), Moultrie, Ga., proposes the assignment of a second FM channel, 288A, to Moultrie, Ga., This requested assignment would require substitution of Channel 272A for the presently occupied Channel 288A in Camilla, Ga. The second petition (RM-2840), submitted by James E. Palen ("Palen"), proposes the assignment of a first FM channel 272A, to Cario, Ga.; and the last petition (RM-2868), filed by Jack J. Brinkley ("Brinkley"), requests the assignment of a first FM channel, 288A, to Homerville, Ga. Oppositions Inc., to the Moultrie proposal have been submitted by Enterprise Broadcasting, Inc., licensee of the Moultrie proposal have been submitted by Enterprise Broadcasting Inc., licensee of FM broadcast Station WEBI, Camilla, Ga., and Jerry Kiefer, engineer for the Homerville proposal.

2. Since the three proposals made herein are, to some extent, mutually exclusive of one another, they are being considered jointly. The size and location of the communities with which we are concerned are as follows: Moultrie (pop. 14,302),[1] seat of Colquitt County (pop. 32,200), is located in southwest Georgia, 268 kilometers (180 miles) south of Atlanta; Cairo (pop. 8,061), located in Grady County (pop. 17,826), is 48 kilometers (30 miles) southwest of Moultrie; and Homerville (pop. 3,025), the seat of Clinch County (pop. 6,405) is located 100 kilometers (62 miles) east of Moultrie.

3. In regard to the Moultrie proposal (Plan II), petitioner argues that in spite of the city's three aural services (Class C FM Station WMTM (Channel 230) and daytime-only AM Station WMTM, both licensed to Colquitt Broadcasting Co., and petitioner's full-time AM Station (WMGA), Moultrie warrants an additional FM assignment. Not only does the one FM station duplicate 40 percent of its programing from its AM counterpart, argues WMGA, but Colquitt County has only that one FM station and no TV station. Petitioner submits that an additional FM channel would provide county residents with a further means of keeping abreast of local and national matters. In describing the area, petitioner indicates that, while agriculture is a very important industry in Moultrie and Colquitt County, the area has diversified industries such as textiles, food processing, metal working, mobile home manufacturing, wood processing and the manufacture of fertilizer. Additionally, it is stated that Moultrie's retail trade for 1975 was $121,328,000; and in 1974, the county's farm income equaled $61.6 million.

4. The proposed assignment to Moultrie, as noted by WMGA, would result in intermixture of FM channels in the same community. Although it is our general policy to avoid such a situation, the Commission has departed from the intermixture policy in cases, such as we have here, where a party finding no other available channel seeks a Class A channel even though the others already in the community are Class B or C. Since no other Class C channel is available for assignment to Moultrie, the situation here fits the exception recognized by the Commission. Thus, intermixture is not a barrier to the Moultrie proposal. However, the proposed assignment of Channel 288A to Moultrie would require the substitution of Channel 272A for the presently occupied Channel 288A in Camilla, Ga., to which Enterprise Broadcasting, Inc. ("Enterprise"), licensee of the station (WEBI) occupying the latter channel objects. Enterprise asserts that the new frequency (102.3 MHz, Ch. 272A) to be substituted at Camilla is very close to an FM frequency (101.7 MHz, Ch. 269A) used by Station WWCM-FM in Albany, Ga., and would cause substantial confusion to people residing and working between Camilla and Albany. Further, it is argued that Moultrie and Colquitt County are well served and do not require a fourth aural broadcast outlet. Enterprise also submits that the Moultrie proposal either would create further delay in establishing the Camilla FM station or would disrupt its service. Moreover, asserts Enterprise, the cost of substituting Channel 272A for 288A at Camilla will be so great that making the necessary equipment modifications without advance compensation would in effect result in the loss of the Camilla facility. Thus, it is argued that if Enterprise is ordered to change its frequency, it should

[1] Order denying extension of time for filing comments and reply comments, adopted August 30, 1977, Mimeo 88567.

[1] All population figures are taken from the 1970 U.S. Census.

be compensated in advance for the necessary modifications.

5. As noted by WMGA in its replying pleading, it is settled Commission policy that reimbursement of the operating station for reasonable expenses in connection with a frequency change is the responsibility of the party who ultimately becomes the permittee or licensee of the station on the successfully petitioned for channel. Enterprise does not offer arguments which dissuade us from applying this policy here. However, it should be noted that if the Moultrie proposal were adopted, Enterprise need not change its frequency until a construction permit was granted to a Moultrie applicant. Thus, Enterprise is incorrect in its belief that it would have to modify its equipment as soon as an assignment to Moultrie were granted.

6. As to the Moultrie proposal causing delay in establishing the Camilla station, that station is already constructed and operating, and as of August 17, 1977, Enterprise became the licensee of Station WEBI–FM. Enterprise so far has failed to indicate how the Moultrie proposal would cause any more disruption to Station WEBI than a modification ordinarily causes to the modified station. However, in determining whether to adopt the Moultrie plan, the Commission would, of necessity, balance the disruption to the Camilla facility with the need of Moultrie for a second FM service.

7. The Moultrie proposal is also opposed by the party proposing the assignment of Channel 288A to Homerville, Ga., arguing that assigning Channel 288A to Moultrie would preclude its use at Homerville. This is an incorrect appraisal of the situation, however, since both cities could be assigned this frequency. It is true that the choice of a location for the Homerville transmitter site would be limited (see para. 10, infra.), but what is of greater significance, however, is that the Moultrie proposal would preclude the use of Channel 272A at Cairo, Ga., as proposed by James E. Palen. The Moultrie plan involves the use of Channel 272A at Camilla instead of at Cairo.

8. In regard to the proposal to assign FM Channel 272A to Cairo, Ga.,[2] Palen notes that at the present time Cairo does not have a night-time broadcast facility. AM Station WGRA is the city's only aural facility. Petitioner states that a weekly newspaper also serves Cairo, the city being primarily an agricultural area with food packaging and light manufacturing as its major industries. After surveying the area in regard to its problems and needs, petitioner asserts that the farmers and workers of this community particularly need current local weather information. According to Palen, the community as a whole needs timely coverage of high school sports from area schools and a new local competitive advertising outlet for retail businesses. Petitioner asserts that an FM station would cover general events in the community and air important news items including storm alerts, nighttime sports, musical programs, disasters affecting the area, and school announcements.

9. As to the proposal to assign Channel 288A to Homerville, Ga., Brinkley notes that there is no local aural service in either this city or Clinch County. The closest aural service, it is said, is a Class C facility 25 miles distant, that is Station WLTE on Channel 273 at Waycross, Ga. Petitioner submits that Homerville warrants its own aural facility. In describing the area, Brinkley comments that tree farming and affiliated concerns are the main source of income in the area of which Homerville is considered the trade center. Light industry includes manufacturing plants for paper products and associated wood derivatives besides the Seaboard Coastline Railroad shops and junction yards. Brinkley further notes that the area enjoys a small tourist industry, as a portion of Okeefenoke National Wildlife refuge and swamp extends into Clinch County. The county also has, it is said, a large lighted airfield used in part by the Georgia Department of Forestry for aerial surveillance of the surrounding timber lands.

10. We believe for the reasons indicated by petitioners that each proposal merits consideration in a rule making proceeding. However, spacing requirements prohibit the granting of all three assignments as requested. Since there are no Class A channels available for assignment to these three communities, other than those proposed, and no Class C channel is available for assignment to Moultrie, a choice will have to be made as to which communities will receive assignments. FM channel assignments may be given to either Cairo and Homerville (Plans I and III) or Moultrie and Homerville (Plan II), but not to all three of these communities. In order to assign Channel 288A to Moultrie, Channel 272A must be substituted for Channel 288A in Camilla, Ga. However, this substitution conflicts with assigning Channel 272A to Cairo since the distance between Camilla and Cairo is 40 km. (26 mi.), not the required separation of 104 km. (65 miles). Thus, Moultrie and Cairo cannot both receive the channel assignments requested by their proponents. Consequently, the following assignment plans evolve. The first plan would assign Channels 272A and 288A to Cairo and Homerville, respectively. The second plan would assign Channel 288A to both Moultrie and Homerville with a substitution of Channel 272A for Channel 288A in Camilla. Although under Plan II Channel 288A can be assigned to both Moultrie and Homerville, the Homerville permittee would be restricted in its choice of transmitter site to an area 8 kilometers (5 miles) southeast of the community. This restriction on the Homerville site location would be lessened if the Moulttrie permittee were to select his site 5 km. (3 mi.) northwest of Moultrie. This restriction is avoided under Plans I and III, but in order to effectuate the latter plan, it would be necessary to substitute Channel 272A for Channel 288A in Camilla. Under the third plan, the station at Cairo would not be required to be located some 6.5 miles northeast of the community. It could be located less than one mile northwest of the city reference point and thus Cairo would receive a stronger radio signal. Ordinarily we would prefer not to require a station to change channel, but it may not be possible to obtain sites for Cairo and Homerville which meet the spacing requirements and would provide the requisite city coverage. If such is alleged to be the case, the point should be made on behalf of Plan III and full substantiation should be provided.

11. In commenting on the above discussed three plans, the parties should indicate why Moultrie rather than Cairo, or vice versa, should receive an FM assignment. We also invite comments on the desirability of the first and third proposals from the standpoint of the location of the Homerville and Cairo transmitters. The objections made by Enterprise to the Moultrie proposal are also of concern to us and should be commented upon, specifically whether the substitution of Channel 272A to Camilla instead of Channel 288A will disrupt in any unusual fashion the community's first FM station. Although the Moultrie petitioner makes a showing in which it refers to the number of people who will receive a second local aural service as a result of its proposed operation, the petitioner failed to make the required Roanoke Rapids-Anamosa[3] showing as to the territory and population that will be given first and second FM and first and second nighttime aural service. We also note that, in addition to Cairo, the Moultrie proposal would cause preclusion to a number of communities of greater than 1,000 population, five of which are without FM assignments. The cities thus affected are located in Georgia and are as follows: Nashville (pop. 4,323), Willacochee (pop. 1,120), Lakeland (pop. 2,569), Pelham (pop. 4,539) and Meigs (pop. 1,226). All of these communities would be precluded from using Channel 288A. In addition, however, Nashville and Willacochee would also not have Channel 290 available for use. In view of this preclusion situation, the Moultrie proponent should indicate what other FM channels, if any, are available for assignment to the above communities.[4]

12. Since we believe that it is appropriate to explore the assignment possibilities described above in a rule making proceeding, we propose to consider the following plans as revisions in the FM

[2] This would require use of a site some 10 kilometers (6.5 miles) northeast of the community in order to meet applicable spacing requirements.

[3] Roanoke Rapids, 9 F.C.C. 2d 672 (1967); and Anamosa and Iowa City, Iowa, 46 FCC 2d 520 (1974).

[4] Of the three petitions for channel allocation, a preclusion study is required only for the Moultrie request, the others being requests for Class A assignments to communities without FM assignments.

Table of Assignments (§ 73.202(b) of the Commission's rules) with respect to the cities listed below:

City	Channel No. Present	Proposed
Plan I		
Camilla, Ga.	288A	288A
Moultrie, Ga.	230	230
Cairo, Ga.		272A
Homerville, Ga.		288A
Or plan II		
Camilla, Ga.	288A	272A
Moultrie, Ga.	230	230, 288A
Cairo, Ga.		
Homerville, Ga.		288A
Or plan III		
Camilla, Ga.	288A	272A
Moultrie, Ga.	230	230
Cairo, Ga.		288A
Homerville, Ga.		288A

13. It is ordered, That, pursuant to section 316 of the Communications Act of 1934, as amended, Enterprise Broadcasting, Inc., licensee of Radio Station WEBI–FM, Camilla, Ga., shall show cause why its license for Station WEBI–FM (Channel 288A) should not be modified to specify operation on Channel 272A in lieu of Channel 288A at Camilla, Ga.

14. Pursuant to § 1.87 of the Commission's rules and regulations, the licensee of Station WEBI–FM may, not later than October 31, 1977, request that a hearing be held on the proposed modification. Pursuant to § 1.87(f), if the right to request a hearing is waived, Enterprise Broadcasting, Inc., may, not later than October 31, 1977, file a written statement showing with particularity why its license should not be modified or not so modified as proposed in the Order to Show Cause. In this case, the Commission may call on Enterprise Broadcasting, Inc., to furnish additional information, designate the matter for hearing, or issue without further proceeding an Order modifying the license as provided in the Order to Show Cause. If the right to request a hearing is waived and no written statement is filed by the date referred to above, Enterprise Broadcasting, Inc., is deemed to consent to the modification as proposed in the Order to Show Cause and a final Order will be issued by the Commission if the channel changes referred to in paragraph 10 above are found to be in the public interest.

15. It is further ordered, That the Secretary of the Commission shall send a copy of this order by certified mail, return receipt requested, to Enterprise Broadcasting, Inc., Radio Station WEBI–FM, c/o John W. Burson, 13 So. Scott St., Camilla, Ga. 31730, the party to whom the Order to Show Cause is directed.

16. Authority to institute rule making proceedings; showings required; cut-off procedures; and filing requirements are contained below and are incorporated herein.

17. Interested parties may file comments on or before October 31, 1977, and reply comments on or before Novehber 21, 1977.

FEDERAL COMMUNICATIONS COMMISSION,
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

1. Pursuant to authority found in sections 4(i), 5(d)(1), 303 (g) and (r), and 307(b) of the Communications Act of 1934, as amended, and § 0.281(b)(6) of the Commission's rules, it is proposed to amend the FM Table of Assignments, section 73.202(b) of the Commission's rules and regulations, as set forth in the Notice of Proposed Rule Making to which this Appendix is attached.

2. *Showings required.* Comments are invited on the proposal(s) discussed in the Notice of Proposed Rule Making to which this is attached. Proponent(s) will be expected to answer whatever questions are presented in initial comments. The proponent of a proposed assignment is also expected to file comments even if it only resubmits or incorporates by reference its former pleadings. It should also restate its present intention to apply for the channel if it is assigned, and, if authorized, to build the station promptly. Failure to file may lead to denial of the request.

3. *Cut-off procedures.* The following procedures will govern the consideration of filings in this proceeding.

(a) Counterproposals advanced in this proceeding itself will be considered, if advanced in initial comments, so that parties may comment on them in reply comments. They will not be considered if advanced in reply comments. (See § 1.420(d) of Commission rules.)

(b) With respect to petitions for rule making which conflict with the proposal(s) in this notice, they will be considered as comments in the proceeding, and public notice to this effect will be given as long as they are filed before the date for filing initial comments herein. If filed later than that, they will not be considered in connection with the decision in this docket.

4. *Comments and reply comments; service.* Pursuant to applicable procedures set out in §§ 1.415 and 1.420 of the Commission's rules and regulations, interested parties may file comments and reply comments on or before the dates set forth in the Notice of Proposed Rule Making to which this is attached. All submissions by parties to this proceeding or persons acting on behalf of such parties must be made in written comments, reply comments, or other appropriate pleadings. Comments shall be served on the petitioner by the person filing the comments. Reply comments shall be served on the person(s) who filed comments to which the reply is directed. Such comments and reply comments shall be accompanied by a certificate of service. (See § 1.420 (a), (b) and (c) of the Commission rules.)

5. *Number of copies.* In accordance with the provisions of § 1.420 of the Commission's rules and regulations, an original and four copies of all comments, reply comments, pleadings, briefs, or other documents shall be furnished the Commission.

6. *Public inspection of filings.* All filings made in this proceeding will be available for examination by interested parties during regular business hours in the Commission's Public Reference Room at its headquarters, 1919 M Street NW., Washington, D.C.

[FR Doc.77-27400 Filed 9-20-77;8:45 am]

DEPARTMENT OF THE INTERIOR

Fish and Wildlife Service

[50 CFR Part 32]

HUNTING

Swanquarter National Wildlife Refuge, North Carolina

AGENCY: Fish and Wildlife Service, Interior.

ACTION: Proposed rule.

SUMMARY: Notice is hereby given that it is proposed to add Swanquarter National Wildlife Refuge, North Carolina to the list of refuge areas open for hunting of migratory game birds. The Director has determined that this action is compatible with the major purposes for which this refuge was established and that there is public demand for additional recreational opportunity. Hunting, subject to annual special regulations, will provide additional public recreational opportunity.

DATES: Comments must be received on or before October 15, 1977.

ADDRESS: Comments may be addressed to the Director (FWS/RF), U.S. Fish and Wildlife Service, Department of the Interior, Washington, D.C. 20240.

FOR FURTHER INFORMATION CONTACT:

Ralph H. Town, Division of National Wildlife Refuges, U.S. Fish and Wildlife Service, Washington, D.C. 20240, 202–343–4305.

SUPPLEMENTARY INFORMATION: Ralph H. Town is also the primary author of this proposed rule. As a general rule, most areas within the National Wildlife System are closed to hunting until officially opened by regulation. The Director may open refuge areas to public hunting upon a determination that such use is compatible with the major purposes for which such areas were established, that it would be in accordance with provisions of all laws applicable to the area, will be compatible with the principles of sound wildlife management and will otherwise be in the public interest. It is the purpose of this rulemaking to allow the hunting of migratory game birds on a portion of Swanquarter National Wildlife Refuge, North Carolina, which was acquired for purposes of the Migratory Bird Conservation Act, and on a portion of the area

closed to hunting by regulations of the Secretary of Agriculture promulgated by President Proclamation No. 2129, dated July 18, 1935. A 100 yard zone immediately adjacent to the refuge hunting area which was closed to hunting by those regulations will be open for the retrieval of downed waterfowl. This action will have no significant effect on the original purpose of the regulation to provide protection to migratory waterfowl by closing areas adjacent to the refuge to hunting.

Pursuant to the requirements of § 102 (2)(C) of the National Environmental Policy Act of 1969 ((42 U.S.C. 4332(2)(C)), an environmental assessment has been prepared on this proposal, which is available for public inspection and copying at Room 2340, Department of the Interior, 18th and C Streets NW., Washington, D.C. 20240, or by mail, addressing the Director at the address given above. On the basis of this assessment, the Director has determined that this rulemaking does not constitute a major Federal action significantly affecting the human environment.

The policy of the Department of the Interior is, whenever practical, to afford the public an opportunity to participate in the rulemaking process. Therefore, interested persons may submit written comments, suggestions, or objections regarding the proposed amendment to the address given above. All relevant comments received will be considered by the Director prior to the issuance of final rulemaking.

The U.S. Fish and Wildlife Service has determined that this document does not contain a major proposal requiring preparation of an Economic Impact Statement under Executive Order 11949 and OMB Circular A-107.

Accordingly, it is proposed to amend 50 CFR 32 by the addition of Swanquarter National Wildlife Refuge as follows:

§ 32.11 List of open areas: migratory game birds.

NORTH CAROLINA

SWANQUARTER NATIONAL WILDLIFE REFUGE

Dated: September 15, 1977.

WALTER R. MCALLISTER,
Acting Director,
U.S. Fish and Wildlife Service.

[FR Doc.77-27388 Filed 9-20-77;8:45 am]

notices

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

ACTION

PRIVACY ACT OF 1974

Notice of New System of Records

AGENCY: ACTION.

ACTION: Notification of Privacy Act System of Records.

SUMMARY: This notice is published to inform the public of the existence of a system of records titled *Outplacement Counseling Talent Bank* for former ACTION (VISTA and Peace Corps) Volunteers. This system was in existence prior to September 27, 1975, the effective date of the Privacy Act, and a 60 day advance notice waiver has been requested from the Office of Management and Budget. This system was not previously published due to administrative oversight. (Any person interested in this notice may submit written views, comments or other data to ACTION.)

DATES: Comments must be received on or before October 19, 1977. The proposed effective date will be October 19, 1977. This notice will go into effect without further publication provided that no comments or suggestions are received which would affect or change this notice.

ADDRESS: ACTION, 806 Connecticut Ave. NW., Office of the General Counsel, Room 607, Washington, D.C. 20525.

FOR FURTHER INFORMATION CONTACT:

Mr. John F. Nolan, Administration and Finance, ACTION, Washington, D.C. 20525. (202) 254–8105.

System name

Outplacement Counseling Talent Bank—ACTION AF/PMD–31.

System location

Outplacement Counseling Unit, Personnel Operations Branch, Personnel Management Division, 806 Connecticut Avenue NW., Washington, D.C. 20525.

Categories of individuals covered by the system

Applicants for employment with Federal, state and local government agencies and for private-sector employment, all of whom have been ACTION (Peace Corps or VISTA) Volunteers.

Categories of records in the system

These files contain copies of resumes and applications for employment (SF–171) with Federal, state and local government agencies and with private-sector employers, and copies of correspondence to and from individuals in the system and copies of correspondence relative to employment of those individuals, and similar documents.

Authority for maintenance of the system

The Domestic Volunteer Service Act of 1973, 42 U.S.C. 4951 et seq., and the Peace Corps Act, Amended, 22 U.S.C. 2501 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses

The contents of these records and files may be disclosed and used as follows: To Federal, state and local government agencies and to private-sector employers with regard to any applicant's eligibility and suitability for employment. Other routine uses as stated in ACTION's Preliminary statement published is FR Vol. 41, No. 238, Thursday, Dec. 9, 1976, pages 53940 and 53941, and FR Vol. 42, No. 114, Tuesday, June 14, 1977, page 30412.

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

Storage

Files are mantained in folders in metal file cabinets secured with three-way combination locks.

Retrievability

Records are indexed in alphabetical order and by/skill code category.

Safeguards

All records are placed in combination-lock files when not in use and are locked during non-business hours.

Retention and Disposal

Records in files are updated annually. If the subject of the file indicates a desire to remain in the system, the file is maintained for another year. Otherwise, the file is destroyed by burning or shredding.

System Manager and Address

Chief, Personnel Operations Branch, Personnel Management Division, ACTION, 806 Connecticut Avenue NW., Washington, D.C. 20525.

Record Source Categories

Information contained in the system is obtained from the following sources: applications, resumes and related personnel forms furnished by the individual.

This notice is issued in Washington, D.C. on September 14, 1977.

SAM BROWN,
Director.

[FR Doc.77-27405 Filed 9-20-77;8:45 am]

DEPARTMENT OF AGRICULTURE

Forest Service

BIG BEAR BASIN PLANNING UNIT—SAN BERNARDINO NATIONAL FOREST LAND USE PLAN

Notice of Availability of Draft Environmental Statement

Pursuant to Section 102(2)(C) of the National Environmental Policy Act of 1969, the Forest Service, Department of Agriculture, has prepared a draft environmental statement for the Land Management Plan, Big Bear Basin Planning Unit, San Bernardino National Forest, California. USDA–FS–R5–DES(Adm)–77–12.

The environmental statement concerns a proposed land management plan for the 30,665 acres of National Forest lands known as the Big Bear Basin Planning Unit of the San Bernardino National Forest in San Bernardino County, California. 1,700 acres within this Unit have been identified as "roadless and undeveloped." This area will be studied in a later plan.

The tentative plan recommendation continues the predominant recreation orientation of the Big Bear Basin. Moderate levels of recreation facility development and production of goods and services are proposed.

This draft environmental statement was transmitted to the Council on Environmental Quality (CEQ) on September 13, 1977.

Copies are available for inspection during regular working hours at the following locations:

USDA, Forest Service, South Agriculture Bldg., Rm. 3230, 12th St. & Independence Ave. SW., Washington, D.C. 20250.
Forest Supervisor's Office, San Bernardino National Forest, 144 N. Mountain View Ave., San Bernardino, Calif. 92408.
Regional Forester's Office, U.S. Forest Service, 630 Sansome St., Rm. 529, San Francisco, Calif. 94111.
Big Bear Ranger Station, U.S. Forest Service, Big Bear City, Calif. 92314.

A limited number of copies are available, upon request, from Forest Supervisor J. D. MacWilliams, San Bernardino National Forest, 144 N. Mountain View Ave., San Bernardino, Calif. 92408.

Copies of the environmental statement have been sent to various Federal, State, and local agencies as outlined in the CEQ guidelines.

Comments are invited from the public, and from State and local agencies which are authorized to develop and enforce environmental standards, and from Federal agencies having jurisdiction by law or special expertise with respect to any environmental effect for which com-

ments have not been specifically requested.

Comments concerning the proposed action, and requests for additional information should be addressed to Forest Supervisor J. D. MacWilliams, San Bernardino National Forest, 144 N. Mountain View Avenue, San Bernardino, Calif. 92408. Comments must be received within 60 days after transmittal to CEQ in order to be considered in the preparation of the final environmental statement.

JOHN W. CHAFFIN,
Deputy Regional Forester.

SEPTEMBER 13, 1977.

[FR Doc.77-27406 Filed 9-20-77;8:45 am]

LAND MANAGEMENT PLAN, RANCHERIA MANAGEMENT UNIT—SIERRA NATIONAL FOREST

Availability of Final Environmental Statement

Pursuant to section 102(2)(C) of the National Environmental Policy Act of 1969, the Forest Service, Department of Agriculture, has prepared a final environmental statement for the Land Management Plan, Rancheria Management Unit, Sierra National Forest, California, USDA–FS–R5–FES(Adm) 76–04.

The environmental statement concerns the proposed land management plan for 13,540 acres of unroaded and undeveloped National Forest lands known as the Rancheria Management Unit of the Sierra National Forest, located in Fresno County, Calif. The proposed plan of management emphasizes dispersed recreation use, wildlife habitat improvement, and intensive and stand maintenance timber management activities. The unit contains no wilderness study areas.

This final environmental statement was transmitted to the Council on Environmental Quality (CEQ) on September 13, 1977.

Copies are available for inspection during regular working hours at the following locations:

USDA, Forest Service, South Agriculture Bldg., Room 3210, 12th St. and Independence Ave. SW., Washington, D.C. 20250.
Forest Supervisor's Office, Sierra National Forest, 1130 "O" Street, Fresno, Calif. 93721.
Regional Forester, U.S. Forest Service, Room 529, 630 Sansome Street, San Francisco, Calif. 94111.
District Ranger, U.S. Forest Service, Trimmer Route, Sanger, Calif. 93657.

A limited number of single copies are available upon request to the Forest Supervisor, Sotero Muniz, Sierra National Forest, 1130 "O" Street, Fresno, Calif. 93721.

Copies of the environmental statement have been sent to various Federal, State, and local agencies as outlined in the CEQ guidelines.

R. MAX PETERSON,
Deputy Chief, P&L.

SEPTEMBER 13, 1977.

[FR Doc.77-27385 Filed 9-20-77;8:45 am]

PROPOSED LAND MANAGEMENT PLAN LOWELL PLANNING UNIT

Availability of Final Environmental Statement

Pursuant to section 102(2)(C) of the National Environmental Policy Act of 1969, the Forest Service, Department of Agriculture, has prepared a final environmental statement for the Proposed Land Management Plan for Lowell Planning Unit, Forest Service Report Number USDA–FS–R1–05–FES–Adm. 77–3.

The environmental statement concerns a proposed Land Management Plan for the Lowell Planning Unit, Lochsa Ranger District, Clearwater National Forest.

This final environmental statement was transmitted to CEQ on September 14, 1977.

Copies are available for inspection during regular working hours at the following locations:

USDA Forest Service, South Agriculture Bldg., Room 3210, 12th St. and Independence Ave. SW., Washington, D.C. 20013.
USDA Forest Service, Northern Region, Federal Building, Missoula, Mont. 59807.
USDA Forest Service, Clearwater National Forest, Route No. 4, Ahsahka Road, Orofino, Idaho 83544.
USDA Forest Service, Lochsa Ranger District, Clearwater National Forest, Kooskia Ranger Station, Kooskia, Idaho 83539.

A limited number of single copies are available upon request to Forest Supervisor Kenneth P. Norman, Clearwater National Forest, Route 4, Ahsahka Road, Orofino, Idaho 83544.

Copies of the environmental statement have been sent to various Federal, State, and local agencies as outlined in the CEQ guidelines.

EINAR L. ROGET,
Acting Deputy Chief.

SEPTEMBER 14, 1977.

[FR Doc.77-27386 Filed 9-20-77;8:45 am]

CIVIL AERONAUTICS BOARD

ASPEN AIRWAYS, INC. ET AL.

Order Instituting an Investigation

On November 12, 1976, Rocky Mountain Airways, Inc. (RMA),[1] a commuter air carrier, filed an application requesting an exemption from section 401 of the Federal Aviation Act and Part 298 o fthe Board's Economic Regulations so as to permit it to operate de Havilland DHC–7 ("Dash 7") STOL aircarft with a maximum seating capacity of 50 passengers in scheduled air transportation between: Denever and Aspen, Denver, and Vail/Eagle,[2] and Denver and Steamboat Springs, Colo.

[1] RMA presently provides regularly scheduled services from Denver to Aspen, Vail, Steamboat Springs, Le adville, Granby/Winter Park, Craig, Hayden, and Colorado Springs.

[2] Vail does not have its own airport at the present time, and is served through the Eagle County Airport, which is located 33 miles from the Village of Vail. The Avon Stolport, which will accommodate Dash 7 aircraft, is under construction at Vail for use in the fall of 1977, according to RMA.

Adopted by the Civil Aeronautics Board at its office in Washington, D.C. on the 15th day of September, 1977.

[Order No. 77–52; Dockets 28110, 28342, 30058, 31400.]

Application of ASPEN AIRWAYS, INC. for a certificate of public convenience and necessity pursuant to section 401 of the Federal Aviation Act of 1958, as amended. Application of ROCKY MOUNTAIN AIRWAYS, INC. for a certificate of public convenience and necessity pursuant to section 401 of the Federal Aviation Act of 1958, as amended. Application of ROCKY MOUNTAIN AIRWAYS, INC., for an exemption pursuant to section 416(b) of the Federal Aviation Act of 1958, as amended. COLORADO SKI-POINTS INVESTIGATION.

In support of its application, RMA alleges, that RMA is the only carrier providing regularly scheduled service in the rapidly growing Denver-Vail market and, therefore, introduction of Dash 7 services will not divert traffic from any other carrier; that in the remaining two markets, Denver-Aspen and Denver-Steamboat Springs, RMA is not attempting to gain a competitive advantage but is endeavoring to serve the existing traffic adequately, accommodate anticipated future growth, and attract additional passengers from surface modes; that RMA's plans to integrate Dash 7 operations into these markets over a period of 28 months are intended to minimize any impact on the operations of its competitors by avoiding problems of excess capacity; and that RMA has full authority to provide Dash 7 services on an intrastate basis, but needs the authority requested here in order to provide its Dash 7 passengers with the benefits of interline ticketing and baggage handling.

The applicant states that the Denver-Aspen market, is estimated to reach over 200,000 passengers in 1976, which is sufficient in size to permit competition; that the repeated efforts of Aspen Airways (AP), the certificated carrier in that market, to obtain additional off-route authority is an indication that AP is more interested in providing charter and other off-route services than meeting the year-round and mid-week needs of the market; that RMA provides a far greater number of frequencies than AP and is the only carrier which can provide service after dark; and that introduction of Dash 7 operations will result in a reduction in frequencies with a modest overall increase in seats.[3] Moreover, RMA alleges that the Denver-Steamboat Springs market is, in fact, two separate markets, with Frontier Airlines providing service between Denver and Hayden and RMA providing service to the close-in Routt County Stolport at Steamboat Springs; that even if one considers the two to be a single market, RMA carries 75 percent of the traffic; and that in view of the distance and

[3] During the peak season, with the inauguration of Dash 7 operations, total frequencies will be reduced from 18 nonstops to 10 per day. This will increase capacity by 158 seats, 91 of which will be on night flights.

added time and expense involved in using the Hayden airport.[4] RMA's real competition in the market is from surface modes and it is from this pool of traffic RMA intends to draw the support for its Dash 7 services—not by diversion from Frontier. Finally, the carrier states that pressurized operations in the high altitudes in which RMA operates are a necessity to ensure the comfort of the traveling public; that surface transportation is an inconvenient alternative to air transportation; that the operations characteristics (short runways and rugged terrain) of the markets served render STOL operations by large aircraft a necessity in meeting ever-increasing demand; and that severe "peaking" problems during the winter and summer seasons have forced RMA to turn passengers away or have discouraged travel by air because of long waiting lists or limitations on extra sections that could be provided.[5]

Various parties filed answers in support of RMA's request.[6] Answers in opposition were filed by Frontier, AP,[7] and the Board of County Commissioners of Eagle County, Colorado (Eagle County). The objecting carriers state, inter alia, that RMA has failed to meet the statutory requirements of section 416(b); that if RMA believes that its services are so vital to the public as to justify its operation of large aircraft, it should be required to apply for a certificate of public convenience and necessity and submit itself to a full evidentiary hearing; that a grant of the authority RMA seeks would have an adverse impact on the certificated carriers serving Steamboat Springs and Aspen; that RMA has failed to establish that the certificated services and RMA's own existing service with existing or additional small aircraft are not adequate to meet the needs of the Denver-Aspen/Steamboat Springs markets; and that the only difference between RMA's present application and its last large-aircraft exemption application, which was denied by the Board (see Orders 74–7–107, July 24, 1974, and 74–10–118, October 23, 1974), is that it (1) seeks even greater authority (Denver-Steamboat Springs) competitive with certificated carriers, (2) seeks authority to operate an even larger aircraft and (3) adduces an environmental argument of little relevance, rather than relying simply on the basic amenity issue of cabin pressurization.

Eagle County requests denial of the exemption to the extent that it would allow RMA to operate Dash 7 aircraft to or from the proposed Avon Stolport, stating that such an operation is not economically acceptable since Eagle County is not able to accommodate the Dash 7 aircraft, and is not going to be able to do so in the near future; and that, with respect to the Avon Stolport, (1) no request for a zoning permit has been made or approved, (2) the proposed airport is unique in that public school sites are located at each end of the proposed runway, as are residential and commercial sites and (3) the FAA does not find the proposed site ideal.

RMA filed a consolidated reply[8] stating that the phenomenal traffic growth in the Aspen market since 1974, the recently reaffirmed prohibition on night operations by AP, the increasing problems of traffic congestion, the particularly favorable noise and emission characteristics of the Dash 7, and the ever-growing number of potential passengers now moving by surface modes clearly distinguish this application from RMA's earlier large-aircraft exemption request, which was denied; that the issues raised by Eagle County are local questions, and since the Avon Stolport will be privately owned, there is a serious question as to whether the Eagle County airport authority would have any jurisdiction over the Stolport under Colorado state law.

Upon consideration, we have decided to institute the *Colorado Ski-Points Investigation*, Docket 31400, to consider the need for (1) certification of a carrier or carriers to provide nonstop service in the Denver-Steamboat Springs/Vail/Eagle markets; and (2) renewal of AP's Denver-Aspen authority and/or certification of another carrier or carriers to provide Denver-Aspen nonstop service. We have also decided to place in issue the alternative of large-aircraft exemption authority rather than certification. Thus, we will consolidate the certificate applications of RMA and AP for Denver-Aspen authority.[9] In addition, we have decided to grant RMA authority to use 50-passenger Dash 7 aircraft in scheduled air transportation between Denver, on the one hand, and Aspen, Steamboat Springs, and Vail/Eagle, on the other, for the period of the pendency of the service investigation in Docket 31400.

The Denver-Aspen market is currently served by two carriers, RMA and AP. AP originally began operations in the market as an air taxi operator, using large equipment pursuant to a series of exemptions granted by the Board;[10] and was subsequently granted three- and then a five-year certificate authorizing this operation.[11] AP's certificate expired by its terms on February 1, 1976. That carrier filed a timely application for a renewal of its existing authority on July 25, 1975, in Docket 28110, and is now operating pursuant to 5 U.S.C. 558(c). RMA began nonstop service in the Denver-Aspen market during the winter of 1968–69, pursuant to temporary emergency authority granted by the Colorado PUC, following the suspension of operations by AP at that time. This temporary authority was made permanent on June 7, 1969, and RMA has been operating under this certificate since that time. On September 23, 1975, RMA filed an application in Docket 28342 seeking certificate authority in the Denver-Aspen market.

The basis for our determination that a hearing is warranted in this case is primarily the tremendous growth of this market in recent years. According to information on file with the Board or contained in the pleadings here, the Denver-Aspen market has grown from 89,662 passengers (40,386 (RMA) and 49,276 (AP)) in 1971 to 206,071 passengers (70,088 (RMA) and 135,983 (AP)) in 1976. The market is projected to reach 250,594 passengers•(89,852 (RMA) and 160,742 (AP)) in 1977. This level of traffic raises the question of whether Denver-Aspen should remain a monopoly market. An evidentiary record will enable the Board to determine whether there is a need for additional certificated service.

We have further determined that service in the Denver-Vail/Eagle/Steamboat Springs markets should also be considered in this proceeding.[12] This course will

[4] RMA serves Steamboat Springs through Routt County Stolport, which is 114 miles from Denver and only 3 miles from the ski area. Frontier, on the other hand, provides service to Steamboat Springs from Denver through Hayden County Airport, which is 133 miles from Denver and requires an approximately 25-mile surface backhaul to the ski area. The Frontier flight is approximately $16.00 more per round trip than RMA's and the limousine charge from Hayden is $4.00.

[5] As of January 1, 1976, and for the period through March 31, 1976, RMA had, on a system basis, 25,364 confirmed reservations for its flights with a total of 10,556 persons on wait-lists. RMA operated 62 extra sections in the Denver-Aspen market during the 1975–76 ski season.

[6] The Aspen Lodging Association, the Mayor of Aspen, the Aspen Colorado Condominium Managers' Association, Aspen Skiing Corporation, Vail Associates, Inc. of Vail, Colorado, the Town Council of the Town of Vail, the Board of County Commissioners, Pitkin County, Colorado, Aspen Highlands Skiing Corporation, Snowmass Corporation, LTV Recreation Development, Inc., the Public Utilities Commission of the State of Colorado, the Northwest Colorado Council of Governments, Council on Wage and Price Stability, the Board of County Commissioners, Routt County, Colorado, the City and County of Denver and the Denver Chamber of Commerce, and the Department of Transprtation (DOT). DOT's answer was accompanied by a motion to file a late-filed document. We will grant the motion.

[7] On January 7, AP filed a further answer, along with a motion for leave to file an unauthorized document. We will grant the motion.

[8] Subsequently, on January 3, 1977, RMA filed an amendment to its consolidated reply furnishing noise footprints and emission levels for the Dash 7 and Convair 580 aircraft. The amendment was accompanied by a motion for leave to file; we will grant the motion.

[9] Dockets 28342 and 28110.

[10] See Orders E–18023, February 14, 1962; E–20467, February 12, 1964; E–21097, July 22, 1964; and E–21761, February 4, 1965.

[11] See Orders E–24829, March 7, 1967; 71–1–98, January 20, 1971; and 71–4–35, April 6, 1971.

[12] RMA's certificate application in Docket 28342 does not now seek certificate authority in the Steamboat Springs and Vail/Eagle markets. Therefore, the placing in issue of these markets is contingent upon the filing of an amended application by RMA or an application by some other carrier.

enable the Board to consider the needs of these other Colorado ski markets in conjunction with those of Denver-Aspen. Finally, we will also place in issue the alternative of large-aircraft exemption authority in all of the markets at issue.

We also find that interim enforcement of the Act's certification provisions, pending completion of the investigation we are instituting, is not in the public interest. The Denver-Aspen market is large and RMA now carries more than 70,000 passengers, or nearly 40 percent of the traffic. The use of the Dash 7 would add only modestly to RMA's capacity in the near term; the impact on AP is therefore likely to be minimal. On the other hand, the large aircraft should substantially benefit the passengers who already use RMA's services by allowing RMA to accommodate better the severe peaking of demand for service characteristic of this market, without adding to existing airway and airport congestion.[13] The public would also benefit in that the Dash 7 is pressurized, an important consideration at the altitudes at which is necessary to fly in this area. In addition, RMA's proposed integration of Dash 7 frequencies will reduce pollution as Aspen, as discussed below. In considering the public interest, we also take into account the overwhelming support for the exemption request by the local and state civic bodies which have shown their interest in this matter.[14]

As to Denver-Steamboat Springs and Denver-Vail/Eagle, RMA is already the dominant carrier in both markets, carrying 75 percent of the Steamboat Springs traffic and all of the Vail/Eagle traffic. RMA carried 30,000 Steamboat Springs passengers in 1976, 40 percent of them during the first quarter of the year (an average of 138 per day)—further evidenced of the need for augmented service. In addition, the traveling public benefits by the fact that RMA operates to Routt County Airport, 3 miles from the resort, rather than to Hayden, 25 miles and a $4 limousine fare away, which is served by Frontier. Although we note that RMA carried only 10,000 passengers in the Vail/Eagle market in 1976, we believe that grant of authority in this market will give the carrier added operating flexibility. Moreover, since no other carrier now provides scheduled service in the market, no carrier will be harmed by grant of pendente lite exemption authority.[15]

RMA's participation in the markets in issue, the benefits of large-aircraft operations in an area of often inclement weather and high altitudes, and the special problems posed by airport congestion and peak demand in the largest of the markets, constitute unusual circumstances in support of the grant of a pendente lite exemption to RMA. Accordingly, we find that enforcement of section 401 of the Act and Part 298 of the Board's Regulations, insofar as they would otherwise preclude RMA from engaging in the operations authorized, would be an undue burden on RMA by reason of the unusual circumstances affecting its operations and would not be in the public interest.

Further, we have reviewed the environmental evaluation submitted by RMA and find that our action granting the exemption will not have any significant adverse impact on the quality of the human environment within the meaning of section 102(2)(C) of the National Environmental Policy Act of 1969. The proposed Dash 7 operations would not cause the pollutant screening thresholds to be exceeded at any of the airports studied—Denver, Eagle, Aspen, Steamboat Springs, or Vail (Avon). Operations of the Dash 7 in the Denver-Aspen market will actually reduce the area at Aspen subject to impact by RMA's operations by 11.8 percent.

The standard noise screening test of Part 312 of the Board's Regulations shows that the services proposed would be acceptable at Aspen, Steamboat Springs and Stapleton (Denver). However, because the service would be a new one at Avon and because the increase in frequencies is quite large at Eagel, the increase in the noise impact area at those points, calculated by the standard test method, exceeded the 17 percent level at which further analysis is required. This further analysis, however, showed that at Avon the area falling within the NEF 40 contour[16] for 20 Dash 7 operations daily would be entirely within the airport boundary, and would have about the same area as the runway. According to the data submitted by the manufacturer, since the Dash 7 can be regarded as having the same flight path as a Twin Otter but with at least 10 EPNdB less noise,[17] for constant NEF, the Dash 7 can make 10 times the number of take-offs by the Twin Otter without increasing the overall noise level. Thus, the replacement of 2 Twin Otter take-offs by 10 Dash-7 take-offs will reduce the overall NEF at Eagle. As to both pollution and noise, therefore, the environmental impact of the proposed services would therefore appear to be acceptable.

Finally, we conclude that RMA's record and experience render it well-qualified to provide the proposed large-aircraft services.[18] RMA is a commuter air carrier, and as such has been issued an Air Taxi/Commercial Operator Certificate by the Federal Aviation Administration (FAA). The Secretary of Transportation, through the FAA, is charged by law with ensuring the highest degree of safety in air transportation, and, to this end, monitors the operations of RMA in accordance with the provisions of the Federal Aviation Act of 1958, as amended, and the safety regulations promulgated there. In this connection, we have received a written evaluation from the FAA of RMA's safety and compliance record.[19] On the basis of this information, we are satisfied that there are no safety considerations which would warrant a determination that the use of large aircraft by RMA will not be in the public interest.

We will require all the applicants, whether applying for exemption authority or certificate authority, to file 30 days from the date of service of this order the environmental evaluation required by Part 312 of the Board's Regulations, and we invite other interested persons to submit whatever relevant environmental data and studies are available.

Accordingly, *it is ordered*, That:

1. A proceeding designated as the *Colorado Ski-Points Investigation*, Docket 31400, be instituted and set down for hearing before an administrative law judge of the Board at a time and place to be designated later, as the orderly administration of the Board's docket permits.

2. The proceeding instituted by paragraph 1 above shall include, but not be limited to, the following issues:

a. Do the public convenience and necessity require the certification of an air carrier or air carriers to engage in nonstop air transportation between Denver, on the one hand, and Aspen, Vail/Eagle, and Steamboat Springs, Colo., on the other hand;

b. If the answer to (a) is in the affirmative, which carrier(s) should be authorized to engage in such service;

c. If the answer to (a) is in the affirmative and a certificate(s) should be issued, is it in the public interest to authorize the carrier(s) to operate as an air taxi(s) pursuant to 14 CFR Part 298 in markets which such carrier(s) is (are) not certificated to serve;

d. If the answer to (a) is in the negative, is it in the public interest to issue exemption authority to an air carrier or air carriers, pursuant to section 416 of the Federal Aviation Act, to engage in nonstop air transportation with large aircraft between Denver, on the one hand, and Aspen, Vail/Eagle, and Steamboat Springs, on the other hand;

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[13] The carriers' ability to add Twin Otter frequencies is compromised by the airway congestion. Moreover, the Pitkin County Board of Commissioners, which has under consideration a resolution to limit weekend frequencies at Aspen, has already passed a resolution prohibiting night flights.

[14] Although not raised by any party, we have considered the principles of *Kodiak Airways, Inc.* v. *C.A.B.*, 447 F.2d 341 (1971), and find them inapplicable to the circumstances of this case.

[15] Rocky Mountain's plans to integrate Dash 7 operations into the three markets in issue over a period of 28 months should minimize any impact on the operations of its competitors, AP and Frontier. RMA states that its first Dash 7 will be used exclusively on the Denver-Aspen route beginning in the fall of 1977. The carrier's second and third aircraft, scheduled for delivery in the fall of 1978 and 1979, respectively, will likewise be used exclusively in the Denver-Steamboat Springs and Denver-Vail/Eagle markets.

[16] NEF stands for Noise Exposure Forecast and, as the name indicates, it is an index of noise exposure.

[17] EPNdB is the effective perceived noise level in decibels.

[18] RMA is registered with the Board and has insurance in effect.

[19] A copy of the FAA's letter giving a safety and compliance evaluation of RMA has been placed in the docket.

e. If the answer to (d) is in the affirmative, which carrier(s) should be authorized to engage in such service; and

f. What terms, conditions and limitations, if any, should be placed on the operations of such carrier(s);

3. The application of Aspen Airways, Inc., in Docket 28110, and the application of Rocky Mountain Airways, Inc., in Docket 28342, be consolidated with the proceeding instituted by paragraph 1 above;

4. Applications, amendments to applications, motions to consolidate and petitions for reconsideration of this order shall be filed thirty (30) days from the date of service of this order and answers thereto shall be filed ten (10) days later;

5. Aspen Airways, Inc., Rocky Mountain Airways, Inc., and all other carriers filing applications in the proceeding instituted here shall file environmental evaluations pursuant to section 312.12 of the Board's Procedural Regulations within 30 days of the date of service of this order;

6. The following be made parties to the proceeding instituted herein: Aspen Airways, Inc.; Rocky Mountain Airways, Inc.; Frontier Airlines, Inc.; City of Aspen; Town of Vail; City of Steamboat Springs; the Town Council of the Town of Vail; the Public Utilities Commission of the State of Colorado; Council on Wage and Price Stability; the Board of County Commissioners, Pitkin County; the Board of County Commissioners, Routt County; the City and County of Denver and the Denver Chamber of Commerce; the Board of County Commissioners of Eagle County; and the Department of Transportation;

7. The motions of Aspen Airways, Rocky Mountain Airways, and the Department of Transportation for leave to file otherwise unauthorized documents be granted;

8. Rocky Mountain Airways be exempted from section 401 of the Act and Part 298 of the Economic Regulations to the extent that they would prevent it from using 50-passenger, Dash 7 aircraft in scheduled air transportation between Denver, on the one hand, and Aspen, Eagle/Vail, and Steamboat Springs, on the other;

9. In the conduct of the service authorized in paragraph 8, RMA shall be deemed a commuter air carrier within the meaning of Part 298 of the Economic Regulations and shall comply with and be subject to all provisions of said Part: *Provided*, That operations of the services authorized shall not preclude the carrier from conducting other operations pursuant to said Part;

10. The operations authorized shall be conducted in accordance with the proper safety requirements prescribed by the Administrator of the Federal Aviation Administration pursuant to an operating certificate and specifications issued by the Administration; and

11. The authority granted in paragraph 8 shall become effective on the date of service of this order and shall continue in effect until 90 days after final decision in Docket 31400.

This order will be published in the FEDERAL REGISTER.

By the Civil Aeronautics Board.[20]

PHYLLIS T. KAYLOR,
Secretary.

[FR Doc.77-27464 Filed 9-20-77;8:45 am]

[Order No. 77-9-49; Dockets 31036, 25217, 25558, 30750, 31178]

CALGARY TRANSPORTATION AUTHORITY, ET AL.

Order

Adopted by the Civil Aeronautics Board at its office in Washington, D.C. on the 15th day of September, 1977.

Petition of the Calgary Transportation Authority and the Edmonton Area Air Services Commission. Applications of Braniff Airways, Inc., Alaska Airlines, Inc., Texas International Airlines, Inc. for amendment of their certificates of public convenience and necessity.

On May 8, 1974, a new bilateral air transport agreement between the United States and Canada was signed.[1] This Agreement provides for a number of new routes for United States and Canadian carriers, including new Houston/Dallas/Ft. Worth-Calgary/Edmonton-Anchorage/Fairbanks authority.[2] The Agreement provides for only United States carrier service on the above route.

On April 18, 1977, Alaska Airlines filed an application in Docket 30750 in which it seeks authority over a new segment with the coterminal points Houston/Dallas/Ft. Worth, the co-intermediate points Calgary/Edmonton, and the terminal point Anchorage. On June 22, 1977, the Calgary Transportation Authority and the Edmonton Area Air Services Commission ("the Canadian parties") jointly petitioned for an investigation to determine whether the public convenience and necessity require the certification of a U.S.-flag carrier to serve the Texas-Alberta-Alaska route. Simultaneously, the Canadian parties filed a motion for hearing on the matter. Subsequently, Texas International Airlines ("TXI"), filed an application seeking authority over the Texas-Alberta-Alaska route, along with a motion to consolidate its application into any proceeding instituted as a result of the Canadian parties' motion.[3]

In support of their motion for hearing, the Canadian parties emphasize the petroleum and other energy industry links which bind together the markets of the Texas-Alberta-Alaska route. Although the Canadian parties concede that the true O&D traffic in the markets concerned "is relatively small," they argue that the economic vitality of the communities involved, coupled with the absence of single carrier service, give the route enormous potential for growth and stimulation through service improvements. The Canadian parties forecast a minimum flow of 218 passengers per day each way over the Texas-Alberta segment in 1978 in the event that nonstop service is instituted.

Answers in support of the Canadian parties' motion were filed by the City of Houston and the Houston Chamber of Commerce, Braniff, TXI, the City of Harlingen, the Dallas/Ft. Worth parties,[4] Alaska Airlines, and the Municipality of Anchorage.

An answer was filed by Continental Air Lines, urging the Board to defer consideration of the Canadian parties' motion pending the outcome of negotiations between Continental and Western Air Lines aimed at the creation of an interchange to serve all or part of Texas-Alberta segment. Continental expresses the hope that such an agreement, designed to bring single-plane service to the market, will be filed with the Board shortly.

Likewise, Western filed an answer arguing that single-plane service between Alberta and Texas can be accomplished more effectively and economically by an interchange agreement. Western also states that a Texas-Alberta interchange agreement should be concluded and filed with the Board shortly.[5] Additionally, Western questions the soundness of the Canadian parties' estimates of growth, stimulation, participation, and beyond-traffic support contained in their motion.

The City of San Antonio and the Greater San Antonio Chamber of Commerce filed a petition for leave to intervene.

Lastly, the Canadian parties filed a motion for leave to file an unauthorized document, accompanied by a consolidat-

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[20] All Members concurred except Member Minetti who did not participate.

[1] TIAS No. 7824.

[2] Note 7 of Schedule I of the Agreement provides that flights operated over this route "may terminate or originate at a named Canadian point or serve United States points at both ends and may carry transiting United States domestic traffic, as well as traffic which makes a stopover at a named Canadian point or points."

[3] In 1973, Alaska filed an application seeking authority between the coterminal points Houston/Dallas/Ft. Worth, and the coterminal points Anchorage/Fairbanks. This application was dismissed by Order 76-7-50, July 14, 1976, pursuant to the mandatory dismissal of stale applications provision of Rule 911(b) of the Board's Rules of Practice. Additionally, Braniff and Alaska have filed applications in Dockets 25217 and 25558, respectively, requesting Texas-Alberta-Alaska authority. Since the above two applications have been on file in excess of three years without being designated for hearing, they likewise shall be dismissed without prejudice pursuant to Rule 911.

[4] The City of Dallas, the City of Ft. Worth, the Dallas Chamber of Commerce, the Ft. Worth Chamber of Commerce, and the North Texas Commission.

[5] We note that, on September 1, 1977, subsequent to the due date for the filing of answers to the Canadian parties' motion for hearing, Continental and Western did file, in Docket 31329, an application for Board approval of an interchange agreement to provide for single-plane service between Houston and Calgary, via Denver.

ed reply to the answers of Western and Continental.[6]

Upon consideration, we have decided to deny the motion of the Canadian parties for hearing to consider whether the public convenience and necessity require the certification of a U.S.-flag carrier to serve the Texas-Alberta-Alaska route. First, we are not persuaded that either the Alberta-Texas or Alberta-Alaska market presents a pressing need for single-plane service.[7] In 1975, there were only 40 passengers per day each way in the Alberta-Texas market. The Alberta-Alaska market generated only 7 passengers a day in each direction.[8] Further, since June 1, 1974, single-plane service between the Alaska points and Dallas/Ft. Worth/Houston has been provided by two equipment interchange arrangements.[9] Consequently, we have determined that neither the needs of the markets concerned nor the maintenance of the U.S.-flag position in those markets requires a hearing at this time, with its attendant use of the Board's limited resources. The Board has previously voiced its intention to conduct hearings to consider the grant of new U.S. carrier authority in numerous markets encompassed within the U.S.-Canada bilateral agreement.[10] While other markets, with more pressing service needs, remain to be considered, the Board simply has not been persuaded by the Canadian parties that it has wrongly ordered its priorities.

Accordingly, *it is ordered*, That:

1. The petition for investigation of the Calgary Transportation Authority and the Edmonton Area Air Services Commission, in Docket 31036, be denied;

2. The motion for hearing of the Calgary Transportation Authority and the Edmonton Area Air Services Commission, in Docket 31036, be denied;

3. The applications of Braniff Airways and Alaska Airlines, in Dockets 25217 and 25558, respectively, be dismissed without prejudice;

4. The motion to consolidate of Texas International Airlines, concurrently on file in Dockets 31036 and 31178, be dismissed;

5. The petition for leave to intervene of the City of San Antonio and the Greater San Antonio Chamber of Commerce, in Docket 31036, be dismissed;

6. The motion for leave to file an unauthorized document of the Calgary Transportation Authority and the Edmonton Area Air Services Commission, in Docket 31036, be denied; and

7. A copy of this order shall be served upon all persons listed in the certificate of service attached to the petition for investigation of the Calgary Transportation Authority and the Edmonton Area Air Services Commission.

This order will be published in the FEDERAL REGISTER.

By the Civil Aeronautics Board.[11]

PHYLLIS T. KAYLOR,
Secretary.

[FR Doc.77-27463 Filed 9-20-77;8:45 am]

[Order No. 77-9-48, Docket 31338]

CONTINENTAL AIR LINES, INC.

Order

Adopted by the Civil Aeronautics Board at its office in Washington, D.C. on the 15th day of September, 1977.

Application of Continental Air Lines, Inc. for authority to discuss Japan-Micronesia fares.

On September 2, 1977, Continental Air Lines, Inc. (Continental), petitioned the Board for permission to engage in discussions with Japan Air Lines Co., Inc. (JAL), concerning the establishment of Japan-Micronesia fares.

In support of its petition, Continental states that the Japan Civil Aviation Bureau (JCAB) has given notice that it is rejecting Continental's proposed Japan-Micronesia fares,[1] particularly the Siapan-Japan fares, and that the JCAB has requested Continental to hold discussions with JAL to arrive at an agreement on these fares. Continental maintains that the discussions are essential to the institution of Japan-Saipan service (scheduled for October 1), and that the Board had "made clear the compelling interest reasons" for this service.[2] Continental further asserts that unless an agreement is reached which is acceptable to the JCAB, service could be delayed; that it is prepared to meet with JAL immediately at any site; and that it would gladly have Board representatives attend.

Consistently with our interest in the early institution of Saipan-Japan service, the Board will authorize the discussions. Any intercarrier agreement reached will, of course be subject to Board approval under section 412 of the Act prior to implementation.

Accordingly, *it is ordered*, That:

1. Continental Air Lines, Inc., and Japan Air Lines Co., Inc., may engage in discussions on passenger fares between Micronesia and Japan;

2. The authority so granted will expire October 15, 1977;

3. The U.S. carrier participant shall notify the Civil Aeronautics Board in writing sufficiently in advance of the proposed meetings to insure the presence of a U.S. Government observer at the meetings;

4. The carriers shall keep complete and accurate minutes of such discussions and a true copy of such minutes and all documentation shall be filed with the Board's Docket Section not later than two weeks after close of each meeting;

5. Any interested person may advise a direct air carrier participant of his interest in these discussions and upon request all meeting notices and agendas shall be mailed to such interested person with such notice to include an invitation to submit comments upon the agenda matters and to request appointments for personal appearance;

6. Any agreement or agreements reached as a result of such discussions shall be filed with the Board in accordance with section 412 of the Federal Aviation Act of 1958 and approved by the Board prior to being incorporated in a tariff filing or otherwise placed in effect; and

7. Copies of this order shall be served upon Continental Air Lines, Inc., and Japan Air Lines Co., Inc.

This order will be published in the FEDERAL REGISTER.

By the Civil Aeronautics Board.[3]

PHYLLIS T. KAYLOR,
Secretary.

[FR Doc.77-27465 Filed 9-20-77;8:45 am]

[Docket 30170]

WEST COAST-ALASKA INVESTIGATION

Hearing

Pursuant to the provisions of the Federal Aviation Act of 1958, as amended, notice is hereby given that hearings in the above-entitled proceeding will be held in Portland, Oregon, Anchorage, Alaska, and Washington, D.C., before the undersigned Administrative Law Judge.

The hearing in Portland, Oregon, will commence on October 11, 1977, at 10:00 a.m. (local time) in the California/Oregon Room, Sheraton Portland Hotel, 1000 N.E. Multnomah Street, Portland, Oregon.

The hearing in Anchorage, Alaska, will commence on October 17, 1977, at 10:00 a.m. (local time) in Court Room "A", Floor 3, Third Judicial District Court House, 303 K Street, Anchorage, Alaska.

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[6] We have decided to deny the Canadian parties' motion. We are becoming increasingly concerned about the number of unauthorized replies which are filed by persons merely because they want to have the last word. In this period of intensive route activity, these replies only increase the Board's workload and where, as here, adequate justification for receiving the reply has not been shown (for example, the Canadian parties have not demonstrated that the answers contained new material which they could not have anticipated), we will not accept it.

[7] Northwest currently provides three weekly nonstop round trips in the Edmonton-Anchorage market on Segment 2 of its Alaska Route 140.

[8] Source: Air Passenger Origin and Destination—Canada-United States Report 1975.

[9] The agreements were approved by Order 74-4-105, April 19, 1974. An agreement between Alaska and Braniff provides for single plane interchange service between Fairbanks and Anchorage, on the one hand, and Houston and Dallas/Ft. Worth, on the other, via Seattle, while a Continental-Western interchange service operates between Anchorage and various points on Continental's Route 29, via Seattle.

[10] Order 77-4-115, April 22, 1977.

[11] All Members concurred.

[1] These fares have been filed with the Board in Tariff C.A.B. No. 70 issued by Continental Air Lines, Inc.

[2] See the Board's Opinion in *Service to Saipan Case*, Order 76-6-171, served June 29, 1976.

[3] All Members concurred.

The hearing in Washington, D.C., will commence on October 26, 1977, at 10:00 a.m. (local time) in Room 1003, Hearing Room "A", Universal North Building, 1875 Connecticut Avenue NW., Washington, D.C.

For information concerning the issues involved and other details in this proceeding, interested persons are referred to the Prehearing Conference Report, served on March 14, 1977, and other documents which are in the docket of this proceeding on file in the Docket Section of the Civil Aeronautics Board.

Dated at Washington, D.C., September 14, 1977.

ALEXANDER N. ARGERAKIS,
Administrative Law Judge.

[FR Doc.77-27467 Filed 9-20-77;8:45 am]

COMMISSION ON CIVIL RIGHTS

MISSOURI ADVISORY COMMITTEE

Agenda and Notice of Open Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a planning meeting of the Missouri Advisory Committee (SAC) of the Commission will convene at 9:30 a.m. and will end at 3:00 p.m. on October 14, 1977 at Hilton Airport Plaza Inn, 8801 NW 112th Street, Kansas City, Missouri.

Persons wishing to attend this open meeting should contact either Committee Chairperson, or the Central States Regional Office of the Commission, Old Federal Office Building, Room 3103, 911 Walnut Street, Kansas City, Missouri 64106.

The purpose of this meeting is to receive delegate reports from National SAC Conference and continuation of new project plans.

This meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., September 16, 1977.

JOHN I. BINKLEY,
Advisory Committee Management Officer.

[FR Doc.77-27468 Filed 9-20-77;8:45 am]

NEW MEXICO ADVISORY COMMITTEE

Agenda and Notice of Open Meeting

Notice is hereby given, pursuant to the provisions of the Rules and Regulations of the U.S. Commission on Civil Rights, that a meeting of the New Mexico Advisory Committee (SAC) of the Commission will convene at 9:30 a.m. and will end at 10:00 p.m. on October 26, 1977, San Juan College Little Theater, 4601 College Blvd., Farmington, New Mexico 87401.

Persons wishing to attend this open meeting should contact the Committee Chairperson, or the Southwestern Regional Office of the Commission, New Moore Building, Room 231, 106 Broadway, San Antonio, Texas 78205.

The purpose of this meeting is to consider issues of concern of Native Americans in New Mexico, including State employment. Also, to update the Farmington Report which addresses problems of Native Americans in Farmington and San Juan County.

This meeting will be conducted pursuant to the provisions of the Rules and Regulations of the Commission.

Dated at Washington, D.C., September 16, 1977.

JOHN I. BINKLEY,
Advisory Committee Management Officer.

[FR Doc.77-27469 Filed 9-20-77;8:45 am]

DEPARTMENT OF COMMERCE

Maritime Administration

[Docket No. S-578]

BERGER GROUP

In the matter of Aeron Marine Shipping Co., Aries Marine Shipping Co., Aquarius Marine Co., Worth Oil Transport Co., American Shipping, Inc., Pacific Shipping, Inc., Atlas Marine Co. (The foregoing companies are herein referred to as the Berger Group.)

Joint Application

Notice is hereby given that the Berger Group of companies, parties to long-term operating-differential subsidy agreements, have filed a joint application requesting written permission pursuant to section 805(a) of the Merchant Marine Act, 1936, as amended, for the intended operation of the St. Aries (formerly the *Hess Trader*) and the *St. Capricorn* (formerly the *Hess Bunker*) in the U.S. coastwise or intercoastal trade. The tankers are owned respectively by Amherst Shipping Co., Inc. and Kingston Shipping Co., Inc., affiliates of the Berger Group. Each vessel is of approximately 24,000 dwt and was built in the United States without construction-differential subsidy.

Any person, firm, or corporation having any interest (within the meaning of section 805(a)) in the application and desiring to be heard on issues pertinent to section 805(a) and desiring to submit comments or views concerning the application must, by close of business on September 30, 1977, file same with the Secretary, Maritime Administration, in writing, in triplicate, together with petition for leave to intervene which shall state clearly and concisely the grounds of interest, and the alleged facts relied on for relief.

If no petitions for leave to intervene are received within the specified time or if it is determined that petitions filed do not demonstrate sufficient interest to warrant a hearing, the Maritime Administration will take such action as may be deemed appropriate.

In the event petitions regarding the relevant section 805(a) issues are received from parties with standing to be heard, a hearing will be held, the purpose of which will be to receive evidence under section 805(a) relative to whether the proposed operations (a) would result in unfair competition to any person, firm, or corporation operating exclusively in the coastwise or intercoastal service, or (b) would be prejudicial to the objects and policy of the Act relative to domestic trade operations.

(Catalog of Federal Domestic Assistance Program No. 11.504 Operating-Differential Subsidies (ODS).)

By Order of the Assistant Secretary for Maritime Affairs.

Date: September 16, 1977.

JAMES S. DAWSON, Jr.,
Secretary.

[FR Doc 77-27446 Filed 9-20-77;8:45 am]

CONSTRUCTION OF TWO LASH TYPE VESSELS WITH CONTAINER CARRYING CAPABILITY

Computation of Foreign Cost; Intent

Notice is hereby given of the intent of the Maritime Subsidy Board pursuant to the provisions of Section 501(a) of the Merchant Marine Act, 1936, as amended, to compute the estimated foreign cost of the construction of two Lash type vessels with container carrying capability. This notice supersedes the "Notice of Intent" dated July 26, 1977, for the same size vessel, which was published in the FEDERAL REGISTER of July 29, 1977.

Any person, firm or corporation having any interest (within the meaning of Section 501(a)) in such computations may file written statements by the close of business on October 12, 1977, with the Secretary, Maritime Subsidy Board, Maritime Administration, Room 3099B, Department of Commerce Building, 14th and E Streets NW., Washington, D.C. 20230.

Dated: September 16, 1977.

By Order of the Maritime Subsidy Board, Maritime Administration.

JAMES S. DAWSON, Jr.,
Secretary.

[FR Doc.77-27445 Filed 9-20-77;8:45 am]

National Oceanic and Atmospheric Administration

HUBBS-SEA WORLD RESEARCH

Receipt of Application for Permit

Notice is hereby given that an Applicant has applied in due form for a Permit to take marine mammals as authorized by the Marine Mammal Protection Act of 1972 (16 U.S.C. 1361-1407); and the Regulations Governing the Taking and Importing of Marine Mammals (50 CFR Part 216).

1. Applicant:

a. Name: Hubbs-Sea World Research, Dr. William E. Evans—Director.

b. Address: 1700 South Shores Road, Mission Bay, San Diego, California 92109.

2. Type of Permit (Scientific Purposes, Scientific Research, and/or Public Display): Scientific Research.

3. Name and Number of Animals—Name (common and scientific): Caspian seals (*Phoca caspica*). Number: 2.

4. Type of Take/Importation: Importation.
5. Location of Take/Importation: Imported from Batumi Research Institute, Georgian Soviet Socialist Republic.
6. Period of Take: N/A.

The arrangements and facilities for transporting and maintaining the marine mammals requested in the above described application have been inspected by a licensed veterinarian, who has certified that such arrangements and facilities are adequate to provide for the well-being of the marine mammals involved.

Documents submitted in connection with the above application are available for review in the following offices:

Director, National Marine Fisheries Service, 3300 Whitehaven Street NW., Washington, D.C.; and

Regional Director, National Marine Fisheries Service, Southwest Region, 300 South Ferry Street, Terminal Island, California 90731.

Concurrent with the publication of this notice in the FEDERAL REGISTER the Secretary of Commerce is forwarding copies of this application to the Marine Mammal Commission and the Committee of Scientific Advisors.

Written data or views, or requests for a public hearing on this application should be submitted to the Director, National Marine Fisheries Service, Department of Commerce, Washington, D.C. 20235, on or before October 21, 1977. Those individuals requesting a hearing should set forth the specific reasons why a hearing on this particular application would be appropriate. The holding of such hearing is at the discretion of the Director.

All statements and opinions contained in this application are summaries of those of the Applicant and do not necessarily reflect the views of the National Marine Fisheries Service.

Dated: September 15, 1977.

WILLIAM H. STEVENSON,
Acting Assistant Director for Fisheries Management, National Marine Fisheries Service.

[FR Doc.77-27378 Filed 9-20-77;8:45 am]

COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

INCREASING THE IMPORT RESTRAINT LEVEL FOR CERTAIN COTTON TEXTILE PRODUCTS FROM MALAYSIA

SEPTEMBER 16, 1977.

AGENCY: Committee for the Implementation of Textile Agreements.

ACTION: Increasing the import restraint level for cotton trousers, slacks and outer shorts in Category 50/51 from Malaysia during the agreement year which began on January 1, 1977. (A detailed description of the categories in terms of T.S.U.S.A. numbers was published in the FEDERAL REGISTER on February 3, 1975 (40 FR 5010), as amended on December 31, 1975 (40 FR 60220), December 30, 1976 (41 FR 56881), January 21, 1977 (42 FR 3888) and March 7, 1977 (42 FR 12898).

SUMMARY: Paragraphs 5 and 7(a)(i) of the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of January 8 and May 16, 1975, as amended, between the Governments of the United States and Malaysia provide for percentage increases in certain specific category ceilings during an agreement year and for the carryover of shortfalls from the previous agreement year. Pursuant to the foregoing paragraphs of the bilateral agreement, as amended, the import restraint level for Category 50/51 is being increased, at the request of the Government of Malaysia, for the agreement year which began on January 1, 1977 and extends through December 31, 1977.

EFFECTIVE DATE: September 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Robert C. Woods, International Trade Specialist, Office of Textiles, U.S. Department of Commerce, Washington, D.C. 20230 (202-377-5423).

SUPPLEMENTARY INFORMATION: On December 30, 1976, a letter from the Chairman of the Committee for the Implementation of Textile Agreements to the Commissioner of Customs was published in the FEDERAL REGISTER (41 FR 56880), which established import restraint levels for certain specified categories of cotton and man-made fiber textile products, produced or manufactured in Malaysia and exported to the United States during the twelve-month period which began on January 1, 1977.

In the letter published below the Chairman of the Committee for the Implementation of Textile Agreements directs the Commissioner of Customs, in accordance with the provisions of the bilateral agreement, to increase the level of restraint previously established for Category 50/51 to 83,761 dozen.

ROBERT E. SHEPHERD,
Chairman, Committee for the Implementation of Textile Agreements, and Deputy Assistant Secretary for Resources and Trade Assistance U.S. Department of Commerce.

U.S. DEPARTMENT OF COMMERCE,
THE ASSISTANT SECRETARY FOR DOMESTIC AND INTERNATIONAL BUSINESS.
WASHINGTON, D.C., SEPTEMBER 16, 1977.
COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

COMMISSIONER OF CUSTOMS,
Department of the Treasury, Washington, D.C. 20229.

DEAR MR. COMMISSIONER: On December 27, 1976, the Chairman, Committee for the Implementation of Textile Agreements, directed you to prohibit entry for consumption, or withdrawal from warehouse for consumption, during the twelve-month period, beginning on January 1, 1977 and extending through December 31, 1977, of cotton and man-made fiber textile products in certain specified categories, produced or manufactured in Malaysia, in excess of designated levels of restraint. The Chairman further advised you that the levels of restraint are subject to adjustment.[1]

Under the terms of the Arrangement Regarding International Trade in Textiles done at Geneva on December 20, 1973, pursuant to paragraphs 5 and 7 (a) (i) of the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of January 8, and May 16, 1975, as amended, between the Governments of the United States and Malaysia, and in accordance with the provisions of Executive Order 11651 of March 3, 1972, you are directed to amend, effective on September 21, 1977, the twelve-month level of restraint, established in the directive of December 27, 1976 for category 50/51, to the following amount:

Category	Amended 12-mo. level of restraint[1]
50/51	83,761 dozen (of which not more than 52,351 dozen may be in either Category 50 or in Category 51).

The actions taken with respect to the Government of Malaysia and with respect to imports of cotton textile products from Malaysia have been determined by the Committee for the Implementation of Textile Agreements to involved foreign affairs functions of the United States. Therefore, the directions to the Commissioner of Customs, being necessary to the implementation of such actions, fall within the foreign affairs exception to the rule-making provisions of 5 U.S.C. 553. This letter will be published in the FEDERAL REGISTER.

Sincerely,

ROBERT E. SHEPHERD,
Chairman, Committee for the Implementation of Textile Agreements, and Deputy Assistant Secretary for Resources and Trade Assistance, U.S. Department of Commerce.

[FR Doc.77-27377 Filed 9-20-77;8:45 am]

DEPARTMENT OF DEFENSE

Office of the Secretary

DEFENSE SCIENCE BOARD

Advisory Committee Meeting

The Defense Science Board will meet in closed session on 26-27 October 1977 at the Pentagon, Arlington, Va.

The mission of the Defense Science Board is to advise the Secretary of Defense and the Director of Defense Research and Engineering on scientific and technical matters as they affect the perceived needs of the Department of Defense.

A meeting of the Board has been scheduled for 26-27 October 1977 to discuss interim findings and tentative recommendations resulting from ongoing Task Force activities associated with Strategic, Tactical, Intelligence/Com-

[1] The level of restraint has not been adjusted to reflect any imports after December 31, 1976.

[1] The term "adjustment" refers to those provisions of the Bilateral Cotton, Wool and Man-Made Fiber Textile Agreement of January 8, and May 16, 1975, as amended, between the Governments of the United States and Malaysia which provide, in part, that: (1) within the aggregate and applicable group limits, specific levels of restraint may be exceeded by designated percentages; (2) these same levels may be increased for carryover and carryforward up to 11 percent of the applicable category limit; and (3) administrative arrangements or adjustments may be made to resolve minor problems arising in the implementation of the agreement.

mand, Control and Communication, and technology issues. The Board will also discuss plans for future consideration of scientific and technical aspects of specific strategies, tactics, and policies as they may affect the U.S. national defense posture.

In accordance with Section 10(d) of Appendix I Title 5, United States Code, it has been determined that this Defense Science Board meeting concerns matters listed in Section 552b(c) of Title 5 of the United States Code, specifically subparagraph (1) thereof, and that accordingly this meeting will be closed to the public.

MAURICE W. ROCHE,
Director, Correspondence and Directives, OASD (Comptroller).

SEPT. 16, 1977.

[FR Doc.77-27417 Filed 9-20-77;8:45 am]

DEFENSE SCIENCE BOARD TASK FORCE ON SSBN SECURITY

Advisory Committee Meeting

The Defense Science Board Task Force on SSBN Security will meet in closed session on 11 October 1977 in the Pentagon, Washington, D.C.

The mission of the Defense Science Board is to advise the Secretary of Defense and the Director of Defense Research and Engineering on overall research and engineering and to provide long-range guidance to the Department of Defense in these areas.

The Task Force will provide an analysis of programmatic efforts to examine technologies that may threaten the security of our sea-based strategic deterrence if employed by hostile forces.

In accordance with Section 10(d) of Appendix I, Title 5, United States Code, it has been determined that this Task Force meeting concerns matters listed in Section 552b(c) of Title 5 of the United States Code, specifically Subparagraph (1) thereof, and that accordingly this meeting will be closed to the public.

MAURICE W. ROCHE,
Director Corrspondence and Directives, OASD (Comptroller).

SEPTEMBER 16, 1977.

[FR Doc.77-27418 Filed 9-20-77;8:45 am]

DELAWARE RIVER BASIN COMMISSION

PUBLIC HEARING

Notice is hereby given that the Delaware River Basin Commission will hold a public hearing on Wednesday, September 28, 1977, commencing at 2 p.m. The hearing will be held in the Benjamin West Room, Section B (ballroom level) of the Holiday Inn, 18th and Market Sts., Philadelphia, Pa. The subjects of the hearing will be as follows:

I. Application for approval of the following projects as amendments to the comprehensive Plan pursuant to Article 11 of the Compact and/or as project approvals pursuant to Section 3.8 of the Compact:

A. *Montgomery County Sewer Authority (D-77-84 CP).* Expansion of the Authority's existing sewage treatment plan in Upper Providence Township, Montgomery County, Pa. The capacity of the plant will be expanded to approximately 9 million gallons per day. Treatment facilities are designed to remove 98 percent of the BOD_5. Treated effluent will discharge to the Schuylkill River.

B. *Township of Medford (D-77-82 CP).* Expansion of the existing sewage treatment plant in Medford Township, Burlington County, N.J. The capacity of the treatment plant will be expanded to 1.3 million gallons per day. Treatment facilities are designed to remove 92 percent of BOD_5. Treated effluent will discharge to the Southwest Branch Rancocas Creek.

C. *Tower Hill Water Co. (D-77-39 CP).* A well water supply project for a development known as "The Highlands" in New Britain Township, Bucks County, Pa. Existing Well No. 6 and new Well No. 10 are expected to yield 270,000 gallons per day.

D. *City of Burlington (D-73-46 CP).* Construction of a new water treatment plant including a surface water intake. A 20-inch raw water pipleline will cross the back channel and connect the new treatment plant with the existing well water line on Burlington Island. The new plant is designed to treat 4 million gallons per day initially. Water will be provided from a variety of sources including wells, a lake on Burlington Island and an intake on the Delaware River. The river intake will be designed to provide 3 million gallons per day initially.

E. *Artesian Water Co. (D-76-92 CP).* A well water supply project to augment public water supplies in the company's franchise area in Glasgow, New Castle County, Del. Designated as the Caravel Farms Well, the new facility is expected to yield 288,000 gallons per day.

F. *Bucks County Commissioners (D-65-76-CP-7).* Two flood control dams located in Newtown and Hilltown Townships, Bucks County, Pa. Designated as Dam Nos. 621 and 625, the two structures are for single-purpose flood control in the Neshaminy Creek basin. The dams will provide a combined design capacity of 1613 acre-feet storage.

G. *Buckeye Pipe Line Co. (D-77-85).* A pipeline replacement project in North Heidelberg, Lower Heidelberg and Bern Townships, Berks County, Pa. Sections of the existing petroleum products pipeline that are to be inundated by the Blue Marsh Reservoir will be replaced by heavier weight pipe and additional shutoff valves will be installed.

H. *Mantague Viedo Cable, Inc. (D-75-23).* An aerial cable television crossing of the Delaware River between Westfall Township in Pike County, Pa., and Montague Township in Sussex County, N.J. The cable will cross within the boundaries of the area of the Delaware Water Gap National Recreation Area approximately 4½ miles below Port Jervis.

I. *Homer W. Garton (D-77-50).* Use of an existing well to maintain water levels in two existing lakes at the Senior Lakes recreational facility in Washington Township, Gloucester County, N.J. The well yields 120,000 gallons per day.

J. *Blue Grass Lawn Farms (D-77-38).* A well water supply project at the subject farm in Florence Township, Burlington County, N.J. An existing well yielding 170,000 gallons per day will be used for irrigation purposes.

Documents relating to the above-listed projects may be examined at the Commission's offices.

II. *Current expense budget:* A proposed current expense budget for the fiscal year beginning July 1, 1978, in the aggregate amount of $1,570,000, and a capital budget for the same period in the amount of $27,000. The following amounts would be apportioned among the signatory parties, along with additional appropriations by the Commission, to balance the current expense budget: Delaware $118,300; New Jersey $330,100; New York $260,200; Pennsylvania $363,000, and Federal Government $391,650. The capital budget is apportioned $2,000 to New Jersey and $25,000 to Pennsylvania. Copies of summaries of the 1979 current expense and capital budgets are available from the Commission upon request.

Persons wishing to testify at this hearing are requested to notify the Secretary (609-883-9500) prior to the date of the hearing.

W. BRINTON WHITALL, *Secretary.*

SEPTEMBER 14, 1977.

[FR Doc.77-27392 Filed 9-20-77;8:45 am]

[OPP-42051; FRL 794-8]

STATE OF NORTH CAROLINA

Submission of State Plan for Certification of Commercial and Private Applicators of Restricted Use Pesticides

In accordance with the provisions of Section 4(a)(2) of the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA), as amended (86 Stat. 973; 7 U.S.C. 136) and 40 CFR Part 171, 39 FR 36446 (October 9, 1974) and 40 FR 11698 (March 12, 1975), the Governor of the State of North Carolina has submitted a State Plan for Certification of Commercial and Private Applicators of Restricted Use Pesticides to the Environmental Protection Agency (EPA) for approval.

Notice is hereby given of the intention of the Regional Administrator, EPA, Region IV, to approve this plan.

A summary of this plan follows: The entire plan, together with all attached appendices (except for sample examinations), may be examined during normal business hours at the following locations:

Room 364, State Agriculture Building, Raleigh, N.C. 27606 (Pest Control Division, North Carolina Department of Agriculture, 919-733-3556).

Room 204, 345 Courtland St. NE., Atlanta, Ga., 30308 (Pesticides Branch, Air and Hazardous Materials Control Division, EPA, Region IV, 404-881-3222).

Room 401, East Tower, Waterside Mall, 401 M Street SW., Washington, D.C. 20460 (Federal Register Section, Technical Services Division (WH-569), Office of Pesticide Programs, EPA, 202-755-4854).

SUMMARY OF NORTH CAROLINA STATE PLAN

The North Carolina Department of Agriculture has been designated as the State lead agency for administering all pesticide regulatory activities, including any provisions pertaining to private and commercial applicators, and the use of restricted use pesticides under FIFRA. The Pest Control Division will be responsible for the program's implementation, coordination and enforcement except that the Structural Pest Control Division will be responsible for such activities concerning the commercial category industrial, Institutional, Structural, and Health-Related Pest Control. The North Carolina Pesticide Board, together with the Commissioner of Agriculture, is responsible for carrying out the provisions of the North Carolina Pesticide Law of 1971 under which all pesticide activities except the Industrial, Institutional, Structural and Health-Related Pest Control category are regulated. The Board is the governing body of this Law. The Board is the governing body of this Law. Likewise the North Carolina Structural Pest Control Committee, together with the Commissioner of Agriculture, is responsible for carrying out the provisions of the North Carolina Structural Pest Control Law under which activities pertaining to the Industrial, Institutional, Structural and Health-Related Pest Control category are regulated. The North Carolina Pesticide Advisory Committee assists the North Carolina Pesticide Board and the Commissioner of Agriculture in an advisory capacity on matters subject to the North Carolina Pesticide Law of 1971.

Cooperating agencies include the North Carolina Agricultural Extension Service and such other groups as approved by the North Carolina Pesticide Board and the North Carolina Structural Pest Control Committee. The North Carolina Agricultural Extension Service is responsible for organizing and conducting training classes for all applicators. In addition, approved training classes may be offered to applicants by the North Carolina Vocational Agricultural Education Department, Community Colleges, and other groups approved by the governing bodies.

Legal authority for the North Carolina pesticide programs is contained in the North Carolina Pesticide Law of 1971 and Regulations (Article 52, Chapter 143, 66-67, Article 10 of Chapter 66) of the General Statutes of North Carolina, as amended in 1975 and 1977 and the North Carolina Structural Pest Control Law and Regulations (Article 4C, Chapter 106) of the General Statutes of North Carolina as amended in 1975 and 1977.

The plan indicates that the State lead agency and cooperating agencies have sufficient qualified personnel and funds necessary to carry out the proposed programs. The funding in support of this program for the fiscal year 1977 is $964,847.

The State estimates that 5,185 commercial applicators and 75,000 private applicators will need to be certified. Wallet size identification certificates containing all necessary information will be furnished all applicators to present to the dealer at the time of restricted use pesticide purchase.

The State lead agency will submit an annual report to EPA on March 1 of each year and special reports as required.

The commercial applicator categories proposed are those which are listed in 40 CFR 171.3. No new categories are proposed. New subcategories proposed are as follows:

(7) Industrial, Institutional, Structural and Health-Related Pest Control: (a) Wood Destroying Organisms; (b) Household Pest Control; and (c) Fumigation.

(10) Demonstration and Research Pest Control: (a) Persons who demonstrate to the public the proper use of pesticides or supervise such demonstration; and (b) Persons conducting field research who use or supervise the use of pesticides.

As applicable, aerial application will be a subcategory of categories 1, 2, 3, 5, 6, 8, 9, and 10.

The State of North Carolina will certify commercial applicators by means of two written examinations, one covering the general or "core" material, and the other, the specific requirements of the category or subcategory. Aerial applicators will be required to take an additional examination on aerial application.

Training sessions for commercial applicators covering the Federal standards (40 CFR 171.4 and 171.6) will be conducted by the Extension Service. Training materials used include the EPA Core and Category Specific Manuals supplemental to meet additional North Carolina requirements.

Private applicators will be certified as competent based on the standards listed in 40 CFR 171.5(a) and 171.6. Training will be based on the EPA Guide for Private Applicator Certification: "Apply Pesticides Correctly." Seven options for private applicator certification are established to determine competency as alternative "Equivalent Systems" pursuant to 40 CFR 171.5(b):

(1) Classroom training using the EPA Private Applicator Manual supplemented with slides and audio support, plus active participation in a question/answer session. These training sessions will be conducted by Extension Service personnel or other individuals approved by the Board. Such sessions shall be three or more hours long.

(2) Classroom training for those with reading difficulties may be available as a specially designed training program approved by the Board incorporating the information and question/answer session offered in (1) above. Emphasis will be placed on the importance of the trainee having someone available who can relay to him label information. These training sessions will be conducted by Extension Service personnel or other individuals approved by the Board. Such sessions shall be three or more hours long.

(3) Programmed instruction utilizing the EPA or an equivalent workbook approved by the Board. Upon completion of the programmed instruction workbook, the trainees will turn in the manual which will be randomly reviewed for completeness.

(4) Training for high school students may be available in the form of classroom instruction using material developed by a private firm under an EPA grant and approved by the Board. Courses such as this may be taught by the Vocational Agriculture Teachers and other groups approved by the Board. Qualified students passing such courses will be certified.

(5) A written examination may be taken in lieu of the above four options. Questions for the examination will be taken from the training material used in the other options. If a participant scores less than 70 percent on the examination, he must participate in one of the other options.

(6) An EPA sponsored Pilot Training Program was conducted by the North Carolina Extension Service to determine the best methods of private applicator certification. Individuals who participated in this program were qualified for certification.

(7) For emergency certification of an individual who did not anticipate need of a restricted use pesticide, a single purchase permit can be issued by the individual's resident Agricultural Extension Service Pesticide Coordinator. Prior to issuing a permit, the Coordinator will provide the applicant with a training manual and will discuss the proper use of the pesticide with the applicant. If the individual requires further purchase of restricted use pesticide, he must complete one of the other certification options.

Sample examinations and review questions are attached to the plan, as provided for by 40 CFR 171.7(e)(1)(i)(D)

and (ii) (C). However, in view of the need to preserve the confidentiality of the examination format, the State of North Carolina has requested that the examinations not be made available for public inspection. The Agency agrees with this position, and has removed the sample examinations from the public inspection copies of the plan.

The North Carolina State plan also indicates that within 60 days of final approval of the Government Agency Plan (GAP) by the EPA, North Carolina will submit a statement in accordance with 40 CFR 171.7(e)(4(i).

Reciprocity agreements have been made under the authority of the North Carolina Pesticide law of 1971 with Virginia, South Carolina, and Georgia, for the acceptance of certified applicators from those states and these agreements will be employed in accordance with 171.7(e)(6). Agreements will be made with other states as appropriate.

Other regulatory activities listed in the State plan which will supplement the North Carolina certification program are State registration, inspection, and sampling of pesticide products. All dealers handling restricted use pesticides must be licensed (after examination) and records will be subject to inspection by lead agency personnel.

The North Carolina Pesticide Board will require commercial applicators regulated by the North Carolina Pesticide Law of 1971 to, at such intervals as determined necessary, take additional examinations, attend approved training courses, or participate in such other programs as approved by the Board in order to meet the requirements of changing technology and to assure a continuing level of competency and ability to use pesticides safely and properly. Updating information on pesticide usage will be provided through the Extension Service, Vocational Agricultural Educational personnel, North Carolina Department of Agriculture, and other groups using mass media, direct mail, and group meetings to insure adequate continued competency.

At their discretion, the Board could require that additional information be made available through the previously mentioned routes to applicators in certain or all categories if changing technology, new products, pesticide incidents, etc., support such a requirement.

Similarly, the Structural Pest Control Committee has added an amendment to the Rules and Regulations of the North Carolina Structural Pest Control Law effective July 1, 1976, which states that certified applicators shall be certified for a five-year period. At the end of the five-year period a certified applicator, at his discretion, may be certified for another five-year period by choosing one of the following options: (a) Reexamination without formal training; or (b) earning 0.6 continuing education units for training approved by the Committee and received by the certified applicator during the five-year period immediately preceding the expiration date of his certification; or (c) formal training courses approved by the Committee.

Enforcement of the North Carolina certification program will be carried out by field personnel of the North Carolina Department of Agriculture who will spot check commercial and private applicators to insure that they comply with State and Federal laws and regulations. They will perform regular inspections and follow up reports of suspected violations.

PUBLIC COMMENTS

Interested persons are invited to submit written comments on the proposed State plan for the State of North Carolina to the Chief, Pesticides Branch, Region IV, Environmental Protection Agency, Room 204, 345 Courtland Street NE., Atlanta, Ga. 30308. The comments must be received on or before October 24, 1977, and should bear the identifying notation (OPP–42051). All written comments filed pursuant to this notice will be available for public inspection at the above mentioned location from 8:30 a.m. to 3:30 p.m., Monday through Friday.

Dated: September 13, 1977.

JOHN A. LITTLE,
Acting Deputy Regional Administrator, Region IV.

[FR Doc.77-27323 Filed 9-20-77;8:45 am]

[FRL 795-5]

TEXAS MARINE SANITATION DEVICE STANDARD

Receipt of Petition

Notice is hereby given that a petition has been received from the State of Texas requesting a determination by the Administrator, Environmental Protection Agency, pursuant to section 312(f)(3) of Pub. L. 92–500, that adequate facilities for the safe and sanitary removal and treatment of sewage from all vessels are reasonably available for the waters of 24 freshwater lakes in the State of Texas.

The 24 freshwater lakes for which a determination has been requested are Lake Austin, Lake Bridgeport, Lake Brownwood, Lake Cedar Creek, Lake Conroe, Eagle Mountain Lake, Lake Granbury, Lake Grapevine, Lake Houston, Lake Lewisville, Lake Livingston, Lake Lyndon B. Johnson, Lake Meredith, Lake Palestine, Lake Possum Kingdom, Lake Ray Hubbard, Lake Sam Rayburn, Lake Somerville, Lake Tawakoni, Lake Texoma, Lake Toledo Bend, Lake Travis, Lake Waco, and Lake Whitney.

The State of Texas has certified that there are two pumpout facilities on Lake Austin: at City Park, and at Walsh Tract near Tom Miller Dam; one pumpout facility on Lake Bridgeport: at the Run-A-Way Bay Marina; one pumpout facility on Lake Brownwood: at the Lake Shore Marina; two pumpout facilities on Lake Cedar Creek: at Don's Port Marina, and at Star Harbor Marina; two pumpout facility on Lake Bridgeport: at the Walden Marina, and at Anchorage Marina; two pumpout facilities on Eagle Mountain Lake: at the Fort Worth Boat Club and the Lake Country Marina; one pumpout facility on Lake Granbury: at the McKelvey Marina; two pumpout facilities on Lake Grapevine: at the Oak Grove Marina, and at the Twin Coves Park Marina; no pumpout facilities on Lake Huston, but vacuum truck service for removal of sewage is available by appointment on Monday, Wednesday, and Friday; three pumpout facilities on Lake Lewisville: at the Eagle Point Marina; the Lakeview Marina, and at the Hickory Creek Marina; three pumpout facilities on Lake Livingston: at the Beacon Bay Marina, the Memorial Point Marina, and the Cape Royale Marina; one pumpout facility on Lake Lyndon B. Johnson: at the Horseshoe Bay Marina; one pumpout facility on Lake Meredith: at the Sanford Yake Marina; two pumpout facilities on Lake Palestine: at the Emerald Bay Marina and the Lake Village Marina; one pumpout facility on Lake Possum Kingdom: at the Villa Marina; two pumpout facilities on Lake Ray Hubbard: at the Captain's Cove Marina, and at the Chandlers Landing Marina; three pumpout facilities on Lake Sam Rayburn: at the Twin Dikes Marina, at the Shirley Creek Marina, and at the Powell Park Marina; two pumpout facilities on Lake Somerville: at the Overlook Marina, and at the Big Creek Marina; three pumpout facilities on Lake Tawakoni: at the Tawakoni Marina, at the Highway 35 Marina, and at the Holiday Marina; four pumpout facilities on Lake Texoma: at the Eisenhower Yacht Club Marina, at the Grandpappy Point Marina, at the Loe's Highpoint Marina, and at the Mill Creek Marina; three pumpout facilities on Lake Toledo Bend: at the Huxley Bay Marina, at the Pendleton Harbor Marina, and at the Indian Creek Lodge Marina; five pumpout facilities on Lake Travis: at the Lake Travis Lodges, at the Briarcliff Marina, at the Cypress Creek Marina, at the Lago Vista Marina, and at the Lakeway Marina; three pumpout facilities on Lake Waco: at the Waco Marina, at the Ridgewood Yacht Club Marina, and at Speegleville Harbor; and three pumpout facilities on Lake Whitney: at the Uncle Gus Marina, at the Aero Vista Marina, and at the Juniper Cove Marina.

The State of Texas has certified that no vessel would be excluded because of insufficient water depth adjacent to any of the cited pumpout facilities on any of the cited lakes. The State of Texas has further certified that waste collected from vessel marine sanitation devices at all of the cited pumpout facilities is treated and disposed of in an approved manner in accordance with any applicable State and Federal standards.

Comments and views regarding this request for action may be filed on or before November 7, 1977. Such communications, or requests for a copy of the applicant's petition, should be addressed to the Director, Criteria and Standards Division (WH-585), Office of Water Planning and Standards, OWHM,

Room 2824, Waterside Mall, Washington, D.C. 20460.

Dated: September 12, 1977.

THOMAS C. JORLING,
Assistant Administrator for Water and Hazardous Materials.

[FR Doc.77-27486 Filed 9-20-77;8:45 am]

FEDERAL COMMUNICATIONS COMMISSION

[Report No. 875]

COMMON CARRIER SERVICES INFORMATION

Applications Accepted for Filing

SEPTEMBER 12, 1977.

The applications listed herein have been found, upon initial review, to be acceptable for filing. The Commission reserves the right to return any of these applications, if upon further examination, it is determined they are defective and not in conformance with the Commission's Rules and Regulations or its policies.

Final action will not be taken on any of these applications earlier than 31 days following the date of this notice, except for radio applications not requiring a 30 day notice period (See § 309(c) of the Communications Act), applications filed under Part 68, applications filed under Part 63 relative to small projects, or as otherwise noted. Unless specified to the contrary, comments or petitions may be filed concerning radio and Section 214 applications within 30 days of the date of this notice and within 20 days for Part 68 applications.

In order for an application filed under Part 21 of the Commission's Rules (Domestic Public Radio Services) to be considered mutually exclusive with any other such applications appearing herein, it must be substantially complete and tendered for filing by whichever date is earlier: (a) the close of business one business day preceding the day on which the Commission takes action on the previously filed application; or (b) within 60 days after the date of the public notice listing the first prior filed application (with which the subsequent application is in conflict) as having been accepted for filing. In common carrier radio services other than those listed under Part 21, the cut-off date for filing a mutually exclusive application is the close of business one business day preceding the day on which the previously filed application is designated for hearing. With limited exceptions, an application which is subsequently amended by a major change will be considered as a newly filed application for purposes of the cut-off rule. [See § 1.227(b)(3) and 21.30(b) of the Commission's Rules.]

FEDERAL COMMUNICATIONS COMMISSION,
VINCENT J. MULLINS,
Secretary.

APPLICATIONS ACCEPTED FOR FILING

DOMESTIC PUBLIC LAND MOBILE RADIO SERVICE

22062-CD-AL-77 Thomaston Telephone Co., Inc., Consent to Assignment of License from Thomaston Telephone Co., Inc., Assignor to Continental Telephone Co. of Dixie, Assignee. Station: KIR201, Thomaston, Ga.

22063-CD-MP-(2)-77 Radio Phone Communications, Inc. (KPJ888), C.P. to replace transmitter operating on 454.250 and 454.300 MHz located at Route 337, near Shoulders Hill, Va.

22064-CD-P/ML-77 J. M. Blodgett dba Radio Page (KWT885), C.P. to change antenna system and relocate facilities operating on 35.58 at Loc. No. 2: Brighton Towers Apt. Bldg., 2834 Atlantic Avenue, Atlantic City, N.J.

22065-CD-P-(2)-77 Grants Radiotelephone Service, Inc. (new), C.P. for a new 1-way station to operate on 35.22 and 35.58 MHz to be located at La Mosca Peak, 16 miles N.E. of Grants, Milan, N. Mex.

22066-CD-P-(4)-77 RCC of Virginia, Inc. (KIY394), C.P. to change antenna system and relocate facilities operating on 152.06, 152.18, 152.09, and 152.15 MHz at Loc. No. 3 to be located at 12th and Main Streets, Richmond, Va.

22067-CD-P-77 Contact-Colorado Springs, Inc. (KWU328), C.P. for additional facilities to operate on 152.24 MHz to be located at a new site described as Loc. No. 2: Residence Hall University of Southern Colorado, Pueblo, Colo.

22068-CD-P-77 Susquehanna Mobile Communications, Inc. (KG1784), C.P. for additional facilities to operate on 459.350 MHz, control to be located at a new site described as Loc. No. 2: 240 North Third Street, Harrisburg, Pa.

22069-CD-P-(2)-77 Airvoice, Inc. (KUC 899), C.P. for additional facilities to operate on 459.250 MHz, repeater, at Loc. No. 1: On Murphy's Hill Road, 1 mile south of Americus, Ga.; and for additional facilities to operate on 454.250 MHz, control to be located at a new site described as Loc. No. 2: 2 miles north of U.S. Hwy. 415 and Georgia Hwy. 33, Cordele, Ga.

22070-CD-P-77 Massachusetts-Connecticut Mobile Telephone Co. (KUC916), C.P. to change antenna system operating on 152.24 MHz located at Loc. No. 4: Route 195, 0.5 mile south of Storrs, Conn.

22072-CD-P-(2)-77 Massachusetts-Connecticut Mobile Telephone Co. (KQZ747), C.P. to change antenna system operating on 158.70 MHz at Loc. No. 5: Route 195, 0.5 mile south of Storrs, Conn.; and for additional facilities to operate on 158.70 MHz to be located at a new site described as Loc. No. 15: Mohican Hotel, 281, State Street, New London, Conn.

22075-CD-P-(2)-77 Massachusetts-Connecticut Mobile Telephone Co. (KCC803), C.P. to change antenna system, change frequency from 72.26 MHz to 72.96 MHz, control and relocate facilities at Loc. No. 3 to be located at 173 Asylum Street, Hartford, Conn.

DOMESTIC PUBLIC LAND MOBILE RADIO SERVICE:

22076-CD-ML-77 Delaware Mobile Telephone Co. (KWU230). Modification of License to change frequency from 454.150 MHz to 454.225 MHz located at 0.5 miles North of Curtis Mill Road, on Limestone Road, Newark, Del.

22077-CD-P-77 Empire Paging Corp. (KRS 674). C.P. for additional facilities to operate on 454.150 MHz to be located at a new site described as Loc. No. 21: 0.5 mile N. of Curtis Mill Road on Limestone Road near Newark, Del.

22078-CD-P-77 Autophone of Gainesville, Inc. (new). C.P. For a new 1-way station to operate on 152.24 MHz to be located at C.&S. Bank Bldg., Clayton & Lumpkin Sts., Athens, Ga.

22079-CD-P-77 Autophone of Gainesville, Inc. (new). C.P. for a new 1-way station to operate on 152.24 MHz to be located at 200 Skyview Drive, Gainesville, Ga.

22080-CD-P-77 A. F. Kimmel (KGA802). C.P. to change antenna system operating on 152.21 MHz at Loc. No. 5: Montour Ridge, 4.25 miles NE of Danville, Pa.

22081-CD-P-77 Cambridge Radio Telephone Services, Inc. (new). C.P. for a new station to operate on 152.18 MHz to be located on State Route 209, 1.4 miles NE of Bloomfield, Ohio.

22082-CD-P-77 The Mountain States Telephone and Telegraph Co. (KOE261). C.P. to replace transmitter and correct coordinates operating on 152.78 MHz located 3 miles NE of Newcastle, Wyo.

22083-CD-P-(2)-77 Southern Bell Telephone and Telegraph Co. (KIF655). C.P. to replace transmitter, change antenna system, and relocate facilities operating on 152.63 MHz, base and 157.89 MHz, test to be located at 1300 Bull Street, Savannah, Ga.

CORRECTIONS:

22032-CD-MP-77 Empire Paging Corp. Correct call sign to read KRS674 instead of KWU374 and delete the word Dispatch. All other particulars to remain as reported on PN No. 874 dated September 6, 1977.

Applications filed by Offshore Telephone Co. 22035-CD-P-(2)-77 and 60392-CR-P/L-77 PN date September 6, 1977 may not have been clear as to the type of service to be provided. File number 22035-CD-P-(2)-77 is for a base station at Atlantic City which will operate with oil drilling platforms (Temporary Fixed Points) off the coast of New Jersey. These temporary fixed points are covered by File No. 60392-CR-P/L-77.

RURAL RADIO:

60395-CR-P/L-77 The Mountain States Telephone and Telegraph Co. (new). C.P. and License for a new rural subscriber station to operate on 157.98 MHz to be located 8.5 miles South of Jeffrey City, Wyo.

POINT TO POINT MICROWAVE RADIO SERVICE

WA, 3436-CF-P-77 Western Tele-Communications, Inc. (WCF 957). 1.95 miles South of Issaquah, Wash. (Lat. 47°30'09" N., Long. 122°01'37" W.): Construction permit to add 10735H MHz toward Seattle R1S, Washington, via Tiger Mtn. passive reflector, Washington (Lat. 47°30'39" N., Long. 121°59'19" W.): on azimuths 72.0 and 296.5 degrees, respectively.

WA, 3437-CF-P-77 Western Tele-Communications, Inc. (WHA 90). Seattle R1S, 301 Galer Street, Seattle, Wash. (Lat. 47°37'55" N., Long. 122°20'59" W.): Construction permit to add 11665H MHz toward Seattle (WU), Washington, on azimuth 169.9 degrees and 11305H and 11545H MHz toward Issaquah, Wash., via passive reflector located at Tiger Mtn. (Lat. 47°30'39" N., Long. 121°59'19" W.): on azimuths 116.2 and 252.2 degrees, respectively.

PA, 3578-CF-P-77 Eastern Microwave, Inc. (WQR 72). U.S. Route 30—1.4 miles SE of Hookstown, Pa. (Lat. 40°34'37" N., Long. 80°27'24" W.): Construction permit to add 11135H MHz toward Ellwood City-2, Pennsylvania, via power split, on azimuth 22.9 degrees.

NY, 3591-CF-P-77 Eastern Microwave, Inc. (New). Albany-AES, Swan Street, Albany, N.Y. (Lat. 42°39'14" N., Long. 73°45'37" W.): Construction permit for new station—6034.2H, MHz toward Helderberg Mtn., New York, on azimuth 264.4 degrees.

NY, 3592-CF-P-77 Eastern Microwave, Inc. (KEM 58). Helderberg Mtn., Beaver Dam Road, 1.8 miles NW of New Salem, N.Y. (Lat. 42°36'12" N., Long. 73°59'45" W.): Construction permit to add 6390.V MHz toward Black Spruce, N.Y.

VT, 3593-CF-P-77 Eastern Microwave, Inc. (WBA 797). Black Spruce, Lake George, N.Y. (Lat. 43°25'18" N., Long. 73°45'51" W.): Construction permit to add 6004.5H MHz toward Rutland, Vt., on azimuth 67.5 degrees.

VT., 3594-CF-P-77 Eastern Microwave, Inc. (KCL 96). Rutland, 3 miles NW of W. Rutland, Vt. (Lat. 43°37'27" N., Long. 73°05' 08" W.): Construction permit to add 6360.3V MHz toward Mt. Pritchard, Vt.

VT, 3595-CF-P-77 Eastern Microwave, Inc. (WBO 48). Mt. Pritchard, 1.9 miles North of Mechanicsville, Vt. (Lat. 44°22'11" N., Long. 73°06'19" W.): Construction permit to add 5945.2H MHz toward Plattsburgh, (SUNY), N.Y., on azimuth 321.5 degrees.

MI, 3529-CF-P-77 American Microwave & Communications, Inc. (KYO 49). 2 miles South of Mt. Pleasant, Mich. (Lat. 43°33' 36" N., Long. 84°46'15" W.): Construction permit to replace transmitter and change frequency to 5960.V MHz toward Harrison, Mich. and to add 6078.6V MHz toward same location.

CO, 3597-CF-P-77 The Mountain States Telephone & Telegraph Co. (KAN32). 602 North First Avenue, Montrose, Colo. Lat. 38°28'54" N., Long. 107°52'28" W. C.P. to add a new point of communication on frequencies 1145V MHz toward Ridgway PR1 on azimuth 159.2° and from passive reflector to Ridgway.

CO, 3598-CF-P-77 Same (New RES), Clinton Street, Ridgway, Colo. Lat. 38°09'08" N., Long. 107°45'22" W. C.P. for a new station on frequencies 10915V 11155V MHz toward Ridgway PR2 on azimuth 137.5° and from passive reflector to Ridgway PR3 on azimuth 270° to Ouray on azimuth 164.8°, 10835V 11075V MHz toward Ridgway PR1 on azimuth 131.0° and from passive reflector to Montrose on azimuth 33.9°.

CO, 3599-CF-P-77 (New RES), Fifth Avenue, Ouray, Colo. Lat. 38°01'17" N., Long. 107°40'18" W. C.P. for a new station on frequencies 11365V 11605V MHz toward Ridgway PR3 on azimuth 344.9° and from passive reflector to Ridgway PR2 on azimuth 90.0° to Ridgway on azimuth 317.5°.

MO, 3610-CF-P-77 United Telephone Co. of Missouri (New RES), 3d and Frame Streets, Craig, Mo. Lat. 40°11'32" N., Long. 95°22' 14" W. C.P. for a new station on 2178.0H MHz toward Mound City, Mo. on azimuth 112.5°.

OK, 3626-CF-MP-77 Southwestern Bell Telephone Co. (WCG221), 201 South 8th Street, Duncan, Okla. Lat. 34°29'58" N., Long. 97°57'26" W. C.P. to increase structure height on frequency 5945.2V MHz toward Letitia, Okla.

PA, American Telephone & Telegraph Co. (KGP 94), Philadelphia 2, 900 Race Street, Philadelphia, Pa. Granted construction permit to change polarization—3770H, 3850H and 3930H MHz toward Wyndmoor, Pa. (2881-CF-P-77).

MAJOR AMENDMENT

MO, 3071-CF-P-77 United Telephone Co. of Missouri (WCT973), ½ mile northeast of town on Cemetary Rd., Mound City, Mo. Lat. 40°08'37" N., Long. 95°13'14" W. Amend application to add frequency 2128.0H MHz toward Craig, Mo. on azimuth 292.6°.

CORRECTIONS:

MI, 3529-CF-P-77 American Microwave & Communications, Inc. (KYO 50), 2 miles west of Harrison, Mich. (Lat. 44°01'46" N., Long. 84°51'10" W.): This entry appearing in Public Notice of September 6, 1977, is corrected to show file number as 3530-CF-P-77. All other particulars remain the same as previously reported.

MI, 3534-CF-P-77 American Microwave & Communications, Inc. (WAH 628), Walker, 6.1 miles west of Grand Rapids, Mich. (Lat. 42°58'31" N., Long. 85°47'27" W.): This entry appearing in Public Notice of September 6, 1977, is corrected to show frequency as 6256.5V MHz toward Greenville, Mich. All other particulars remain the same as previously reported.

CA, 2812-CF-P-77 The Pacific Telephone & Telegraph Co. (KMD40), corrected latitude to read 33°21'00" N. All other particulars remain as reported on PN No. 863, dated June 20, 1977.

PA, 3021-CF-P-77 The Bell Telephone Co. of Pennsylvania, corrected Call Sign to read (KIL37). All other particulars remain as reported on PN No. 865, dated July 5, 1977.

LA, 3204-CF-P-77 American Telephone & Telegraph Co. (KKN30), corrected State name to read Baton Rouge, La., and latitude to read 30°26'59" N. All other particulars remain as reported on PN No. 869, dated August 1, 1977.

LA, 3205-CF-ML-77 South Central Bell Telephone Co. (KLT46), corrected State name to read Baton Rouse, La. All other particulars remain as reported on PN No. 869, dated August 1, 1977.

LA, 3206-CF-ML-77 South Central Bell Telephone Co. (KLT45), corrected latitude to read 30°33'20" N. All other particulars remain as reported on PN No. 869, dated August 1, 1977.

LA, 3211-CF-ML-77 South Central Bell Telephone Co. (KVU60), corrected receive station name Fenton. All other particulars remain as reported on PN No. 869, dated August 1, 1977.

IL, 3462-CF-P-77 Western Union Telegraph Co. (WGP87), 5 miles southwest of Hebron, Ill. Correct to read 10855V towards Lake Geneva, Wis. All other particulars remain the same as reported on public notice of September 6, 1977.

[FR Doc.77-27375 Filed 9-20-77;8:45 am]

[Docket Nos. 21281, File No. BPH-9867; Docket No. 21282 File No. BPH-9907]

KHYM BROADCASTING CO. AND DANIELS BROADCASTING, INC.

Designating Applications for Consolidated Hearing on Stated Issues

Adopted: September 13, 1977.

Released: September 15, 1977.

In re Applications of J. R. McClure tr/as KHYM BROADCASTING Co., Gilmer, Tex., Req: 95.3 MHz Channel 237A, 1.8 kW (H & V), 400 feet; DANIELS BROADCASTING, INC., Gilmer, Tex., Req: 95.3 MHz, Channel 237A, 1.4 kW (H & V), 420 feet, for construction permit. Memorandum opinion and order.

1. The Commission, by the Chief, Broadcast Bureau, acting pursuant to delegated authority, has before it the above-captioned applications, which are mutually exclusive in that they seek the same FM broadcast channel in Gilmer, Tex. KHYM Broadcasting Co. (hereinafter KHYM) is the licensee of standard broadcast station KHYM, Gilmer, Tex.

2. Section 73.210 of the Commission's rules specifies, inter alia, that the main studio of an FM station is to be located within the community of license. It also provides that upon sufficient showing, the main studio may be located outside the community. KHYM proposes to locate its main studio at the studio and transmitter site of station KHYM-AM, which is located five miles west of the city limits of Gilmer. The proposed FM station will duplicate 2.8 percent of KHYM-AM's programing and utilize personnel of KHYM-AM. This site is located on a main road and is within a short drive from the center of Gilmer. The proposed studio location is convenient to Gilmer and raises no possible question of de facto change in station location. Under these circumstances, we believe that adequate justification has been provided for use of the proposed studio location if the application of KHYM is granted. Radio Station WINI, 29 FCC 2d 396 (1971).

3. KHYM has failed to comply with the requirements of the Primer on Ascertainment of Community Problems by Broadcast Applicants, 27 FCC 2d 650, 21 RR 2d 1507 (1971) (Primer). By letter of March 18, 1977, the Commission advised KHYM, in part, that its compositional study was defective in that it provided insufficient information about the industrial activities and public service organizations of Gilmer as required by Question and Answer 9 of the Primer. This defect was not corrected by KHYM's amendment of May 9, 1977. In the same letter, Commission staff advised KHYM that it had apparently failed to interview leaders of labor, a significant group in Gilmer. Although the amendment of May 9 does reflect interviews with labor leaders in other east Texas communities, none of these are shown to represent labor in Gilmer. Question and Answer 16 of the Primer indicates that an ascertainment showing is defective if leaders of a significant group in the community of license are not consulted. A limited ascertainment issue will therefore be specified as to KHYM.

4. Daniels Broadcasting, Inc. proposes independent programing, while KHYM proposes duplication of the programing of its commonly owned AM station for thirty minutes a day (consisting of the news and public affairs programing of KHYM-AM), or 2.8 percent of its proposed schedule. Therefore, evidence regarding programing duplication will be admissible under the standard comparative issue. When duplicated programing is proposed, the showing permitted under the standard comparative issue will be limited to evidence concerning the benefits to be derived from the proposed duplication which would offset its inherent

inefficiency. *Jones T. Sudbury*, 8 FCC 2d 360, 10 RR 2d 114 (1967).

5. Except as indicated by the issues specified below, the applicants are qualified to construct and operate as proposed. However, since the proposals are mutually exclusive, they must be designated for hearing in a consolidated proceeding on the issues specified below.

6. Accordingly, *it is ordered*, That, pursuant to Section 309(e) of the Communications Act of 1934, as amended, the applications are designated for hearing in a consolidated proceeding, at a time and place to be specified in a subsequent Order, upon the following issues:

(1) To determine the efforts made by KHYM to ascertain the needs and problems of the proposed service area, in the following respects:

(a) Whether KHYM has submitted a sufficient study of the composition of Gilmer, as required by Question and Answer 9 of the Primer.

(b) Whether KHYM has interviewed leaders of labor, a significant group in Gilmer.

(2) To determine which of the proposals would, on a comparative basis, better serve the public interest.

(3) To determine, in light of the evidence adduced pursuant to the foregoing issues, which of the applications should be granted.

7. *It is further ordered*, That the applicants herein, in order to avail themselves of the opportunity to be heard, pursuant to section 1.221(c) of the Commission's rules, shall file in person or by attorney, a written appearance, in triplicate, stating their intention to appear on the date fixed for the hearing and to present evidence on the issues specified in this order.

8. *It is further ordered*, That the applicants herein shall, pursuant to section 311(a)(2) of the Communications Act of 1934, as amended, and section 1.594 of the Commission's rules, give notice of the hearing (either individually or, if feasible and consistent with the rules, jointly) within the time and in the manner prescribed in such rule, and shall advise the Commission of the publication of such notice as required by section 1.594(g) of the rules.

FEDERAL COMMUNICATIONS COMMISSION.
WALLACE E. JOHNSON,
Chief, Broadcast Bureau.

[FR Doc.77-27373 Filed 9-20-77;8:45 am]

FEDERAL MARITIME COMMISSION

[No. 77-46]

ADEL INTERNATIONAL AND JOHN S. CONNOR, INC. v. PUERTO RICO MARITIME SHIPPING AUTHORITY, AND STAR LINES, INC.

Filing of Petition for Declaratory Order

SEPTEMBER 16, 1977.

Notice is hereby given that a petition for declaratory order has been filed by Adel International and John S. Connor, Inc. The petition seeks rulings regarding the proper application of Puerto Rico Maritime Shipping Authority's (PRMSA) Freight Tariff No. 1 (Between U.S. Atlantic and Gulf and Med./Mid-East Ports) to a shipment by petitioners of mobile homes from Baltimore to Damman.

Specifically, petitioners seek rulings on the following issues:

1. Whether or not the pertinent tariffs and rules call for computation of freight on a set-up or knock-down basis;

2. Whether or not PRMSA has violated section 17 of the Act, 46 U.S.C. section 816, by failing to establish and observe just and reasonable practices by accepting a freight rate based upon the parties' application of the tariff and thereafter changing its construction of the tariff and demanding further freight payments. In the alternative, petitioners pray that the Commission order an investigation pursuant to section 22 of the Act to determine whether such violations have occurred;

3. Whether compliance with section 18(b) of the Act has been achieved by the parties or whether a freight other than that specified in tariffs on file with the Commission has been paid and received.

Replies to the petition may be filed by Puerto Rico Maritime Shipping Authority, Star Lines, and the Commission's Bureau of Hearing Counsel on or before October 6, 1977. All other persons desiring to reply to the petition shall also file on or before October 6, 1977, but shall accompany their reply with a petition to intervene filed in compliance with Rule 72 of the Commission's Rules of Practice and Procedure (46 CFR 502.72).

Copies of the petition for declaratory order may be inspected or obtained at the Office of the Secretary, Federal Maritime Commission, 1100 L Street NW., Washington, D.C., Room 11101.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27470 Filed 9-20-77;8:45 am]

ASSOCIATED NORTH ATLANTIC FREIGHT CONFERENCES

Agreement Filed

Notice is hereby given that the following agreement has been filed with the Commission for approval pursuant to Section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the field Offices located at New York, N.Y., New Orleans, La., San Francisco, Calif., and San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C. 20573, on or before October 17, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concisive statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the Commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of any such statement should be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

Notice of agreement (Modification of Agreement) filed by:

Howard A. Levy, Esquire, Suite 727, 17 Battery Place, New York, N.Y. 10004.

Agreement No. 9978-11, among the member conferences of the above-named body, modifies Articles 14 and 15 of the basic agreement to provide appropriate alternate procedures for payment of fines, posting of security and assessment of arbitration fees and expenses where a member conference chooses to appoint an independent neutral body for self-policing in lieu of ANAFC.

By order of the Federal Maritime Commission.

Dated: September 15, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc. 77-27475. Filed 9-20-77; 8:45 a.m.]

CONTINENTAL NORTH ATLANTIC WESTBOUND FREIGHT CONFERENCE

Agreement Filed

Notice is hereby given that the following agreement has been filed with the Commission for approval pursuant to Section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the field Offices located at New York, N.Y., New Orleans, La., San Francisco, Calif., and San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C. 10573, on or before October 11, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concise statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the Commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of such statement should also be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

Notice of agreement filed by:

Howard A. Levy, Esquire, Suite 727, 17 Battery Place, New York, N.Y. 10004.

Agreement No. 8210-37 modifies the above-named conference agreement by deleting Article 4(c) which requires the filing of through-rate arrangements with other carriers with the conference office.

By Order of the Federal Maritime Commission.

Dated: September 15, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27474 Filed 9-20-77;8:45 am]

COMPAGNIE NATIONALE ALGERIENNE DE NAVIGATION AND LYKES BROTHERS STEAMSHIP CO., INC.

Agreement Filed

Notice is hereby given that the following agreement has been filed with the Commission for approval pursuant to Section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the field Offices located at New York, N.Y., New Orleans, La., San Francisco, Calif., and San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C. 20573, on or before October 11, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concise statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the Commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of any such statement should also be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

Notice of agreement filed by:

Mr. R. J. Finnan, Pricing Manager, Lykes Brothers Steamship Co., Inc., 300 Poydras Street, New Orleans, La. 70130.

Agreement No. 10092-2 between Compagnie National Algerienne de Navigation and Lykes Brothers Steamship Co., Inc. modifies the basic agreement to extend Lykes' agency representation of CNAN to Great Lakes and St. Lawrence River Ports, and Ports in Puerto Rico; and for shipments to or from Libya and Egypt.

By Order of the Federal Maritime Commission.

Dated: September 16, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27472 Filed 9-20-77;8:45 am]

MEDITERRANEAN FORCE MAJEURE AGREEMENT

Agreement Filed

Notice is hereby given that the following agreement has been filed with the Commission for approval pursuant to Section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the field Offices located at New York, N.Y., New Orleans, Louisiana, San Francisco, California, and San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C. 20573, on or before October 11, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concise statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of any such statement should also be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

Notice of agreement filed by:

Howard A. Levy, Esquire, Suite 727, 17 Battery Place, New York, N.Y. 10004.

Agreement No. 10051-2; among American Export Lines, Inc., American President Lines, Ltd., Italia Lines, S.P.A.N., Jugolinija Lines, Prudential Lines, Inc., Sea-Land Service, Inc. and Zim Israel Navigation Co., Ltd.; is a modification extending the term of the agreement until December 13, 1979.

By order of the Federal Maritime Commission.

Dated: September 15, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27473 Filed 9-20-77;8:45 am]

MOORE-McCORMACK LINES, INC. AND STATES STEAMSHIP CO.

Agreement Filed

Notice is hereby given that the following agreement has been filed with the Commission for approval pursuant to section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the Field Offices located at New York, N.Y., New Orleans, Louisiana, San Francisco, California and San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C., 20573, on or before October 11, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concise statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of any such statement should also be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

Notice of agreement filed by:

Hubert F. Carr, Vice President, Moore-McCormack Lines, Incorporated, 2 Broadway, New York, N.Y. 10004.

Agreement No. 10121-2 would amend Article IV of the agency agreement between Moore-McCormack Lines, Incorporated (Mooremack) and States Steamship Company (States) to provide that, in consideration of the services performed by Mooremack, States shall remunerate Mooremack for intermodal cargoes carried by States in the trade between the United States and the Far East at rates to be mutually agreed upon. In addition, States shall remunerate Mooremack for each container handled by Mooremack at mutually agreed rates.

By order of the Federal Maritime Commission

Dated: September 15, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27476 Filed 9-20-77;8:45 am]

PORT OF SEATTLE AND JAPAN, LTD. ET AL.

Agreement Filed

Notice is hereby given that the following agreement has been filed with the

Commission for approval pursuant to section 15 of the Shipping Act, 1916, as amended (39 Stat. 733, 75 Stat. 763, 46 U.S.C. 814).

Interested parties may inspect and obtain a copy of the agreement at the Washington office of the Federal Maritime Commission, 1100 L Street NW., Room 10126; or may inspect the agreement at the Field Offices located at New York, N.Y., New Orleans, Louisiana, San Francisco, California, and Old San Juan, Puerto Rico. Comments on such agreements, including requests for hearing, may be submitted to the Secretary, Federal Maritime Commission, Washington, D.C., 20573, on or before October 11, 1977. Any person desiring a hearing on the proposed agreement shall provide a clear and concise statement of the matters upon which they desire to adduce evidence. An allegation of discrimination or unfairness shall be accompanied by a statement describing the discrimination or unfairness with particularity. If a violation of the Act or detriment to the commerce of the United States is alleged, the statement shall set forth with particularity the acts and circumstances said to constitute such violation or detriment to commerce.

A copy of any such statement should also be forwarded to the party filing the agreement (as indicated hereinafter) and the statement should indicate that this has been done.

PORT OF SEATTLE AND JAPAN LINE, LTD., KAWASAKI KISEN KAISHA, LTD., MITSUI O.S.K. LINES, LTD., NIPPON YUSEN KAISHA, LTD., SHOWA LINE, LTD., YAMASHITA-SHINNIHON STEAMSHIP CO., LTD.

Notice of agreement filed by:

H. H. Wittren, Manager, Waterfront Real Estate, Port of Seattle, P.O. Box 1209, Seattle, Wash. 98111.

Agreement No. T-2323-7, between Port of Seattle (Port) and Japan Line, Ltd., Kawasaki Kisen Kaisha, Ltd., Mitsui O.S.K. Lines, Ltd., Nippon Yusen Kaisha, Ltd., Showa Line Ltd., and Yamashita-Shinnihon Steamship Co., Ltd., modifies the parties' basic agreement providing for the preferential use of certain property at the Port's Terminal 18. The purpose of the modification is to extend the terms of the agreement 30 additional days through November 30, 1977, and continue on a month-to-month basis through February 28, 1978. Effective December 1, 1977, the preferential land use area shall be increased by 10 acres. Annual compensation for land use will increase to $518,292.05 thereby increasing nual compensation for land use will inequipment to $703.292.05.

By order of the Federal Maritime Commission

Dated: September 15, 1977.

JOSEPH C. POLKING,
Acting Secretary.

[FR Doc.77-27477 Filed 9-20-77;8:45 am]

Independent Ocean Freight Forwarder License No. 1723

WORLD TRADE PARADISE, INC.

Order of Revocation

By letter dated August 16, 1977, Mr. George M. Lynch, President, World Trade Paradise, Inc., 236 West County Line Road, Jackson, NJ 08527 was advised by the Federal Maritime Commission that Independent Ocean Freight Forwarder License No. 1723 would be automatically revoked or suspended unless a valid surety bond was filed with the Commission on or before September 14, 1977.

Section 44(c), Shipping Act, 1916, provides that no independent ocean freight forwarder license shall remain in force unless a valid bond is in effect and on file with the Commission. Rule 510.9 of Federal Maritime Commission General Order 4, further provides that a license will be automatically revoked or suspended for failure of a licensee to maintain a valid bond on file.

World Trade Paradise, Inc., has failed to furnish a valid surety bond.

By virtue of authority vested in me by the Federal Maritime Commission as set forth in Manual of Orders, Commission Order No. 201.1 (Revised) Section 5.01(c) dated June 30, 1975;

It is ordered, that Independence Ocean Freight Forwarder License No. 1723 issued to World Trade Paradise, Inc., be returned to the Commission for cancellation.

It is further ordered, that Independent Ocean Freight Forwarder License No. 1723 be and is hereby revoked effective September 14, 1977.

It is further ordered, that a copy of this Order be published in the FEDERAL REGISTER and served upon World Trade Paradise, Inc.

LEROY F. FULLER,
Director Bureau of Certification and Licensing.

[FR Doc.77-27471 Filed 9-20-77;8:45 am]

FEDERAL POWER COMMISSION

[Docket No. RI77-35]

DIXIE WELL SERVICE, INC.

Order Granting Special Relief and Permitting Intervention

SEPTEMBER 14, 1977.

On February 14, 1977, Dixie Well Service, Inc., (Dixie), filed a petition for special relief pursuant to Section 2.56b of the Commission's Regulations and Sections 1.7 and 1.5 of the Commission's Rules of Practice and Procedure for the sale of natural gas to Southern Natural Gas Co. (Southern) from acreage in the Breton Sound Area, Plaquemines Parish, La. Subsequently, on June 9, 1977, Dixie filed an amended petition for special relief.

Dixie's sale of gas to Southern is being made under a contract dated June 17, 1976, pursuant to a small producer certificate granted in Docket No. CS76-638 on March 24, 1976. Dixie is currently collecting a total rate of 79.33 cents per Mcf. Dixie proposes to improve its recovery of gas from one well and initiate production of gas from two other wells by well workover methods. The reworking of the wells is to include cementing, reperformating and testing in order to increase recoverable gas reserves. Consequently, Dixie requests that the Commission authorize it to collect a total rate of 95 cents per Mcf for the sale. In a letter to Dixie dated March 17, 1977, Southern agreed to amend the subject gas purchase contract to provide for a gas price conforming with any rate which the Commission may approve, but not in excess of $1.60 per Mcf.

Notice of Dixie's petition for special relief was issued on March 1, 1977 and on June 17, 1977 notice of Dixie's amended petition for special relief was issued. Southern filed a timely petition to intervene.

Based on its analysis of data submitted by Dixie, Staff estimates that 1,291,677 Mcf of gas at 15.025 psia and 3,005 Bbls. of liquids will be produced over a productive life of 2.83 years, and concludes that the requested special relief rate is warranted on a cost basis.[1] After a careful review of the costs to be incurred and the reserves to be recovered, we conclude that it is in the public interest to grant Dixie special relief pursuant to Section 2.76 of the Commission's General Policy and Interpretations (18 CFR § 2.76).

The Commission orders: (A) Dixie's petition for special relief, as amended, is hereby granted.

(B) Dixie is authorized to collect a total rate of 95 cents per Mcf for gas sold to Southern from the Breton Sound Area, Plaquemines Parish, La., effective on the date of issuance of this order or on the date of completion of the proposed work, whichever is later. This authorization is contingent upon Dixie's filing within 30 days of the effective date set forth above a statement, signed by Southern, that the proposed work has been performed to Southern's satisfaction.

(C) The special rate authorized in Ordering Paragraph (B) shall not become effective as provided therein unless Dixie files within 30 days of the issuance of this order a contractual amendment authorizing the rate granted herein and a notice of change in rate providing for such special rate.

(D) Southern is permitted to intervene in the above-entitled proceeding, subject to the rules and regulations of the Commission, *Provided, however*, That its participation shall be limited to matters affecting asserted rights and interests specifically set forth in its petition for leave to intervene; and *Provided, further*, That the admission of Southern in the manner provided shall not be construed as recognition by the Commission that Southern might be aggrieved because of any order or orders entered in this proceeding, and that Southern agrees to accept the record as it now stands.

By the Commission.

KENNETH F. PLUMB,
Secretary.

[1] See Appendix A attached hereto.

APPENDIX A.—*Dixie Well Service, Inc., docket No. RI77–35*

Line No.	Unit cost of gas: Item (a)	Amount (b)
1	Net working interest volumes:	
2	Gas—thousand cubic feet at 15.025 [1]	1,033,334
3	Liquids—barrels [2]	2,404
4	Cost of production:	
5	Return on rate base at 15 pct [3]	$83,174
6	DD&A [4]	284,344
7	Production expense [5]	360,283
8	Abandonment costs [6]	207,470
9	Subtotal	924,271
10	Allocated to gas [7]	907,357
11	Regulatory expense [8]	1,033
12	Total cost of production	908,360
13	Unit cost of gas (cents per thousand cubic feet):	
14	Cost of production [9]	88.00
15	Severence tax [10]	7.00
16	Total unit cost	95.00

[1] 1,291,667 M ft³ times 0.80 net working interest.
[2] 3,005 bbl times 0.80 net working interest.
[3] Line 10 of sheet 3 times 0.15 times 2.83 yr productive life.
[4] From line 6 of sheet 2.
[5] Based on estimated 12 mo production expenses escalated 5 pct annually for 2.83 yr.
[6] Costs to abandon wells as estimated by Dixie.
[7] Line 9 times line 12 of sheet 2.
[8] Line 2 times 0.1¢/M ft³ per opinion No. 749.
[9] Line 12 divided by line 2.
[10] Louisiana State severance tax at 7¢/M ft³.

Dixie Well Service, Inc., [docket No. RI77–35]

Line No.	Investment and allocation of costs: Item (a)	Amount (b)
1	Investment:	
2	Remaining net book value Jan. 1, 1977	$153,099
3	Rework wells	182,750
4	Total investment	335,849
5	Less salvage value	51,505
6	Depreciable investment	284,344
7	Depreciation per unit of production [1]	$0.275171
8	Allocation of costs: [2]	
9	Gas—millions of Btu [3]	1,054,001
10	Liquids—millions of Btu [4]	19,646
11	Total—millions of Btu	1,073,647
12	Percentage allocated to gas	98.17

[1] Line 6 divided by 1,033,334 M ft³.
[2] Modified Btu method per opinion No. 749.
[3] 1,033,334 M ft³ times 1.020 million Btu/M ft³.
[4] 2,404 bbl times 5.448 million Btu/bbl times 1.5 modifier.
[5] Line 9 divided by line 11.

Dixie Well Service, Inc., docket No. RI77–35

Line No.	Average investment and annual rate base: Year (a)	Annual N.W.I. production (thousand cubic feet) (b)	Beginning of year investment (c)	Depreciation [1] (d)	End of year investment (e)	Average [2] investment (f)
1	Average investment:					
2	1977	751,337	$335,849	$206,746	$129,103	$232,476
3	1978	244,384	129,103	67,247	61,856	95,480
4	1979, 10 mo	37,613	61,856	10,350	51,505	47,045
5	Totals	1,033,334		284,344		375,001
6	Average annual investment [3]					132,509
7	Annual rate base:					
8	Average annual investment					132,509
9	Average annual working capital allowance [4]					16,311
10	Total annual rate base					148,820

[1] Col. (b) times line 7 of sheet 2.
[2] Col (c) plus col (e) divided by 2.
[3] Col (f) of line 5 divided by 2.83 yr productive life.
[4] 0.125 times line 7 of sheet 1 divided by 2.83 yr productive life.

[FR Doc.77-27314 Filed 9-20-77;8:45 am]

FEDERAL RESERVE SYSTEM

CITIZENS STATE BANCO

Formation of Bank Holding Company

Citizens State Banco, Lincoln, Nebraska, has applied for the Board's approval [under section 3(a)(1) of the Bank] Holding Company Act (12 U.S.C. 1842 (a)(1)) to become a bank holding company by acquiring 100 percent of the voting shares of Citizens State Bank, Lincoln, Nebraska. The factors that are considered in acting on the application are set forth in section 3(c) of the Act (12 U.S.C. 1842(c)).

The application may be inspected at the offices of the Board of Governors or at the Federal Reserve Bank of Kansas City. Any person wishing to comment on the application should submit views in writing to the Secretary, Board of Governors of the Federal Reserve System, Washington, D.C. 20551 to be received no later than October 12, 1977.

Board of Governors of the Federal Reserve System, September 14, 1977.

GRIFFITH L. GARWOOD,
Deputy Secretary of the Board.

[FR Doc.77-27387 Filed 9-20-77;8:45 am]

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Federal Disaster Assistance Administration

[Docket No. NFD–566]

INTERAGENCY DROUGHT EMERGENCY COORDINATING COMMITTEE

Designation of Additional Emergency Drought Impact Areas

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This is a Notice of additional designation of Emergency Drought Impact Areas by the Interagency Drought Emergency Coordinating Committee of 1977.

DATED: September 7, 1977.

FOR FURTHER INFORMATION CONTACT:

Jack W. McGraw, Director, Preparedness Office, Federal Disaster Assistance Administration, Department of Housin and Urban Development, Washington, D.C. 20410, 202–634–7845.

Acting upon the request of the respective Governors, the Interagency Drought Emergency Coordinating Committee designated the following as Emergency Drought Impact Areas:

NORTH CAROLINA—5 ADDITIONAL COUNTIES

Chowan	Onslow
Craven	Pender
Jones	

WASHINGTON—1 ADDITIONAL COUNTY

Lewis

The designation of an Emergency Drought Impact Area does not confer entitlement to drought assistance. Individuals and communities must meet the separate eligibility requirements established by each agency before assistance may be provided.

Under the authority granted to the Administrator as Secretary to the Committee by the Memorandum of Agreement (42 FR 21855, April 29, 1977), I have provided this designation for the public record.

WILLIAM E. CROCKETT,
Acting Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27451 Filed 9-20-77;8:45 am]

[Docket No. NFD–567]

INTERAGENCY DROUGHT EMERGENCY COORDINATING COMMITTEE

Designation of Additional Emergency Drought Impact Areas

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This is a Notice of additional designation of Emergency Drought Impact Areas by the Interagency Drought Emergency Coordinating Committee of 1977.

DATED: September 2, 1977.

FOR FURTHER INFORMATION CONTACT:

Jack W. McGraw, Director, Preparedness Office, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202–634–7845.

Acting upon the request of the respective Governors, the Interagency Drought Emergency Coordinating Committee designated the following as Emergency Drought Impact Areas:

MARYLAND—5 COUNTIES

Caroline	Wicomico
Dorchester	Worcester
Somerset	

NORTH CAROLINA—1 ADDITIONAL COUNTY

Caldwell

The designation of an Emergency Drought Impact Area does not confer entitlement to drought assistance. Individuals and communities must meet the separate eligibility requirements established by each agency before assistance may be provided.

Under the authority granted to the Administrator as Secretary to the Committee by the Memorandum of Agreement (42 FR 21855, April 29, 1977), I have provided this designation for the public record.

THOMAS P. DUNNE,
Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27452 Filed 9-20-77;8:45 am]

[FDAA-3038-EM; Docket No. NFD-560]

ARIZONA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the notice of emergency declaration for the State of Arizona (FDAA-3038-EM), dated April 15, 1977.

DATED: August 31, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202–634–7825.

NOTICE: The Notice of emergency for the State of Arizona dated April 15, 1977, and amended on April 20, 1977, June 6, 1977, and June 21, 1977, is hereby further amended to extend the termination date for the following counties determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of April 15, 1977:

The Counties of:

Coconino	Pinal
Graham	Yavapai
Mohave	

The purpose of this designation is to continue to provide emergency livestock feed assistance only in the aforementioned areas effective September 2, 1977.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

THOMAS P. DUNNE,
Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27453 Filed 9-20-77;8:45 am]

[FDAA-3025-EM; Docket No. NFD-558]

COLORADO

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Admininstration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of Colorado (FDAA-3025-EM), dated January 29, 1977.

DATED: August 25, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202–634–7825.

NOTICE: The Notice of emergency for the State of Colorado dated Jaunary 29, 1977, and amended on February 15, 1977, March 10, 1977, April 4, 1977, May 18, 1977, May 27, 1977, June 14, 1977, and August 2, 1977, is hereby further amended to include the following counties among those areas determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of January 29, 1977:

The Counties of:

Conejos	Park
Costilla	Routt
Grand	Summit
Jackson	Teller

The purpose of this desigation is to provide emergency livestock feed and cattle transportation assistance only in the aforementioned affected areas effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

WILLIAM E. CROCKETT,
Acting Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27454 Filed 9-20-77;8:45 am]

[FDAA-3050-EM; Docket No. NFD-565]

MONTANA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of Montana (FDAA-3050-EM), dated August 22, 1977.

DATED: September 1, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202–634–7825.

NOTICE: The Notice of emergency for the State of Montana dated August 22, 1977, is hereby amended to include the following counties among those areas determined to have been declared an emergency by the President in his declaration of August 22, 1977:

The Counties of:

Golden Valley
Musselshell

The purpose of this designation is to provide emergency livestock feed and cattle transportation assistance only in the aforementioned affected areas effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

WILLIAM B. CROCKETT,
Acting Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27455 Filed 9-20-77;8:45 am]

[FDAA-3049-EM; Docket No. NFD-564]

NORTH CAROLINA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of North Carolina (FDAA-3049-EM), dated August 11, 1977.

DATED: September 1, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202–634–7825.

NOTICE: The Notice of emergency for the State of North Carolina dated August 11, 1977, and amended on August 16, 1977,

August 23, 1977, August 24, 1977, August 26, 1977, and August 30, 1977, is hereby further amended to include the following county among those areas determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of August 11, 1977:

The County of:
Caldwell

The purpose of this designation is to provide emergency livestock feed assistance only in the aforementioned affected area effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

WILLIAM B. CROCKETT,
Acting Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27456 Filed 9-20-77;8:45 am]

[FDAA-3049-EM; Docket No. NFD-562]

NORTH CAROLINA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice

SUMMARY: This Notice amends the Notice of emergency declaration for the State of North Carolina (FDAA-3049-EM), dated August 11, 1977.

DATED: August 26, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202-634-7825.

NOTICE: The Notice of emergency for the State of North Carolina dated August 11, 1977, and amended on August 16, 1977, August 23, 1977, and August 24, 1977, is hereby further amended to include the following counties among those areas determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of August 11, 1977:

The Counties of:

Alamance	Lee
Alexander	Nash
Anson	Polk
Harnett	Rutherford
Johnston	Union

The purpose of this designation is to provide emergency livestock feed assistance only in the aforementioned affected areas effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

THOMAS P. DUNNE,
Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27457 Filed 9-20-77;8:45 am]

[FDAA-3049-EM; Docket No. NFD-559]

NORTH CAROLINA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of North Carolina (FDAA-3049-EM), dated August 11, 1977.

DATED: August 30, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202-634-7825.

NOTICE: The Notice of emergency for the State of North Carolina dated August 11, 1977, and amended on August 16, 1977, August 23, 1977, August 24, 1977, and August 26, 1977, is hereby further amended to include the following county among those areas determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of August 11, 1977:

The County of:
Wilson

The purpose of this designation is to provide emergency livestock feed assistance only in the aforementioned affected area effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

THOMAS P. DUNNE,
Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27458 Filed 9-20-77;8:45 am]

[FDAA-3015-EM; Docket No. NFD-561]

SOUTH DAKOTA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of South Dakota (FDAA-3015-EM), dated June 17, 1976.

DATED: August 30, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202-634-7825.

NOTICE: The Notice of emergency for the State of South Dakota dated June 17, 1976, and amended on July 8, 1976, October 18, 1976, January 27, 1977, February 15, 1977, June 14, 1977, and June 17, 1977, is hereby further amended to extend the termination date for the following counties determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of June 17, 1976:

The Counties of:

Campbell	McPherson
Corson	Sully
Dewey	Ziebach

The purpose of this designation is to continue to provide emergency livestock feed assistance and cattle transportation assistance only in the aforementioned affected areas effective September 2, 1977:

The Counties of:

Meade	Perkins

The purpose of this designation is to continue to provide emergency livestock feed assistance only in the aforementioned affected area effective September 2, 1977.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

THOMAS P. DUNNE,
Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27459 Filed 9-20-77;8:45 am]

[FDAA-3046-EM; Docket No. NFD-563]

VIRGINIA

Amendment to Notice of Emergency Declaration

AGENCY: Federal Disaster Assistance Administration, HUD.

ACTION: Notice.

SUMMARY: This Notice amends the Notice of emergency declaration for the State of Virginia (FDAA-3046-EM), dated July 25, 1977.

DATED: September 1, 1977.

FOR FURTHER INFORMATION CONTACT:

Frank J. Muckenhaupt, Chief, Program Support Staff, Federal Disaster Assistance Administration, Department of Housing and Urban Development, Washington, D.C. 20410, 202-634-7825.

NOTICE: The Notice of emergency for the State of Virginia dated July 25, 1977, and amended on August 1, 1977, August 16, 1977, and August 18, 1977, is hereby further amended to include the following counties among those areas determined to have been adversely affected by the catastrophe declared an emergency by the President in his declaration of July 23, 1977:

The Counties of:

Alleghany	Dinwiddie
Campbell	Essex
Charlotte	Mecklenburg
Craig	Roanoke

The purpose of this designation is to provide emergency livestock feed assistance only in the aforementioned affected areas effective the date of this amended Notice.

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

WILLIAM E. CROCKETT,
Acting Administrator, Federal Disaster Assistance Administration.

[FR Doc.77-27460 Filed 9-20-77;8:45 am]

Office of Interstate Land Sales Registration

[Docket No. N-77-800]

GOLDEN WEST TERRACE UNITS 1-4

Hearing

In the matter of Golden West Terrace Units 1-4; Docket No. 77-104-IS; W. R. Investment Co. and Golden Roundy, president, Respondent, OILSR No. 0-03448-02-673.

Pursuant to 15 U.S.C. 1706(e) and 24 CFR 1720.165(b) Notice is hereby given that:

1. Golden West Terrace Units 1-4, W. R. Investment Co., and Golden Roundy, president, its officers and agents, hereinafter referred to as "Respondent", being subject to the provisions of the Interstate Land Sales Full Disclosure Act (Pub. L. 90-448) (15 U.S.C. 1701, et seq.) received a Notice of Proceedings and Opportunity for Hearing dated June 16, 1977, which was sent to the developer pursuant to 15 U.S.C. 1706(b), 24 CFR 1710.45(a)(1) and 1720.120 based on information obtained by the Office of Interstate Land Sales Registration showing that the Statement of Record and Property Report for Golden West Terrace Units 1-4, located in Maricopa County, Ariz., contain untrue statements of material fact or omit to state material facts required to be stated therein or necessary to make the statements therein not misleading.

2. The Respondent filed an Answer received August 10, 1977, in response to the Notice of Proceedings and Opportunity for Hearing.

3. In said Answer the Respondent requested a hearing on the allegations contained in the Notice of Proceedings and Opportunity for Hearing.

4. Therefore, pursuant to the provisions of 15 U.S.C. 1706(d) and 24 CFR 1720.160(d), it is hereby ordered that a public hearing for the purpose of taking evidence on the questions set forth in the Notice of Proceedings and Opportunity for Hearing will be held before Judge James W. Mast, in Room 7143, Department of HUD, 451 Seventh Street SW., Washington, D.C., on October 17, 1977 at 10:00 a.m.

5. The following time and procedure is applicable to such hearing: The parties are directed to file all affidavits and a list of all witnesses with the Hearing Clerk, HUD Building, Room 10278, Washington, D.C., 20410 on or before September 30, 1977. Copies of all documents filed should be served at the same time on all parties of record.

6. The Respondent is hereby notified that failure to appear at the above scheduled hearing shall be deemed a default and the proceedings shall be determined against Respondent, the allegations of which shall be deemed to be true, and an order Suspending the Statement of Record, herein identified, shall be issued pursuant to 24 CFR 1710.45(b)(1).

This Notice shall be served upon the Respondent forthwith pursuant to 24 CFR 1720.440.

Dated: September 12, 1977.

By the Secretary.

JAMES W. MAST,
Chief Administrative Law Judge.

[FR Doc.77-27448 Filed 9-20-77;8:45 am]

[Docket No. N-77-802]

PLACID LAKES ESTATES

Hearing

In the matter of: Placid Lakes Estates, Docket No. ED-77-9-IS; Placid Lakes Corp., Respondent, OILSR NO. 0-04618-09-1135.

Pursuant to 15 U.S.C. 1706(c) and 24 CFR 1720.165(b) Notice is hereby given that:

1. Placid Lakes Estates, Placid Lakes Corp. and its officers and agents, hereinafter referred to as "Respondent," being subject to the provisions of the Interstate Land Sales Full Disclosure Act (Pub. L. 90-448) (15 U.S.C. 1701, et seq.) received a Notice of Suspension dated August 17, 1977, which was sent to the developer pursuant to 15 U.S.C. 1706(c), 24 CFR 1710.45(b)(3), and 1720.131 based on information obtained by the Office of Interstate Land Sales Registration showing that the statement of Record and Property Report for Placid Lakes Corp., contain untrue statements of material fact or omit to state material facts required to be stated therein or necessary to make the statements therein not misleading.

2. The Respondent filed an Answer received September 6, 1977 in response to the Order of Suspension.

3. In said Answer the Respondent requested a hearing on the allegations contained in the Order of Suspension.

4. Therefore, pursuant to the provisions of 15 U.S.C. 1706(c) and 24 CFR 1720.165(b), it is hereby ordered that a public hearing for the purpose of taking evidence on the questions set forth in the Order of Suspension will be held before Judge James W. Mast, in Room 7143, Department of HUD, 451 Seventh Street SW., Washington, D.C., on September 26, 1977 at 10:00 a.m.

5. The following time and procedure is applicable to such hearing: The parties are directed to file all affidavits and a list of all witnesses with the Hearing Clerk, HUD Building, Room 10278, Washington, D.C. 20410, on or before September 22, 1977. Copies of all documents filed should be served at the same time on all parties of record.

6. The Respondent is hereby notified that failure to appear at the above scheduled hearing shall be deemed a default and the proceedings shall be determined against Respondent, the allegations of which shall be deemed to be true, and an Order Suspending the Statement of Record, herein identified, shall be issued pursuant to 24 CFR 1710.45(b)(3).

This notice shall be served upon the Respondent forthwith pursuant to 24 CFR 1720.440.

By the Secretary.

Dated: September 15, 1977.

JAMES W. MAST,
Chief Administrative Law Judge.

[FR Doc.77-27450 Filed 9-20-77;8:45 am]

[Docket No. N-77-801]

TANGLEWOOD LAKE ESTATE, INC.

Hearing

In the matter of: Tanglewood Lake, Docket No. 77-127-IS; Lake Estate, Inc. and William J. Justus, president, Respondent, OILSR NO. 0-2575-18-9(A)(B).

Pursuant to 15 U.S.C. 1706(e) and 24 CFR 1720.165(b) Notice is hereby given that:

1. Tanglewood Lake, Lake Estate, Inc., and William J. Justus, president, authorized agents, officers, hereinafter referred to as "Respondent", being subject to the provisions of the Interstate Land Sales Full Disclosure Act (Pub. L. 90-448) (15 U.S.C. 1701, et seq.) received a Notice of Proceedings and Opportunity for Hearing dated July 28, 1977, which was sent to the developer and 1720.120 based on information obtained by the Office of Interstate Land Sales Registration showing that the Statement of Record and Property Report for Tanglewood, located in Pleasanton, Kans., contain untrue statements of material fact or omit to state material facts required to be stated therein or necessary to make the statements therein not misleading.

2. The Respondent filed an Answer received August 16, 1977, in response to the Notice of Proceedings and Opportunity for Hearing.

3. In said Answer the Respondent requested a hearing on the allegations contained in the Notice of Proceedings and Opportunity for Hearing.

4. Therefore, pursuant to the provisions of 15 U.S.C. 1706(d) and 24 CFR 1720.160(d), it is hereby ordered that a public hearing for the purpose of taking evidence on the questions set forth in the Notice of Proceedings and Opportunity for Hearing will be held before Judge James W. Mast, October 5, 1977, Room 7143, 451 Seventh Street SW., Washington, D.C. 20410.

5. The following time and procedure is applicable to such hearing: The parties are directed to file all affidavits and a list of all witnesses with the Hearing Clerk, HUD Building, Room 10278, Washington, D.C. 20410, on or before September 26, 1977. Copies of all documents filed should be served at the same time on all parties of record.

6. The Respondent is hereby notified that failure to appear at the above

scheduled hearing shall be deemed a default and the proceedings shall be determined against Respondent, the allegations of which shall be deemed to be true, and an Order Suspending the Statement of Record, herein identified, shall be issued pursuant to 24 CFR 1710.-45(b)(1).

This notice shall be served upon the Respondent forthwith pursuant to 24 CFR 1720.440.

By the Secretary.

Dated: September 12, 1977.

JAMES W. MAST,
Chief, Administrative Law Judge.

[FR Doc.77-27449 Filed 9-20-77;8:45 am]

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

[Colorado 014909]

GARY OPERATING CO.

Pipeline Application

SEPTEMBER 13, 1977.

Notice is hereby given that, pursuant to section 28 of the Mineral Leasing Act of 1920 (41 Stat. 449), as amended (30 U.S.C. 185), Gary Operating Company, Four Inverness Court East, Englewood, Colorado 80110, has applied for a right of way for an emergency relief storage tank and connecting pipeline affecting 5.74 acres of the following public lands:

SIXTH PRINCIPAL MERIDIAN, COLORADO

T. 5 S., R. 103 W.,
Sec. 34: SW¼NW¼

The facility will enable applicant to increase the efficiency and capacity of the refinery to be served by the pipeline.

The purposes of this notice are: to inform the public that the Bureau of Land Management will be proceeding with the preparation of environmental and other analyses necessary for determining whether the application should be approved and, if so, under what terms and conditions; to allow interested parties to comment on the application, and to allow any persons asserting a claim to the lands or having bona fide objections to the proposed crude oil storage tank right of way to file their objections in this office. Any person asserting a claim to the lands or having bona fide objections must include evidence that a copy thereof has been served on the applicant.

Any comment, claim, or objections must be filed with the Chief, Branch of Adjudication, Bureau of Land Management, Colorado State Office, Room 700, Colorado State Bank Building, 1600 Broadway, Denver, Colorado 80202, as promptly as possible after publication of this notice.

RODNEY A. ROBERTS,
Acting Chief,
Branch of Adjudication.

[FR Doc.77-27407 Filed 9-20-77;8:45 am]

[M 27963]

MONTANA

Opportunity for Public Hearing and Republication of Notice of Proposed Withdrawal

SEPTEMBER 13, 1977.

The Department of Agriculture filed application, Serial No. M 27963, on March 4, 1974, for a withdrawal in relation to the following-described lands:

PRINCIPAL MERIDIAN, MONTANA

BEAVERHEAD NATIONAL FOREST

Cottonwood Creek Research Natural Area

T. 10 S., R. 3 W.,
Sec. 10, S½S½S½SSE¼;
Sec. 11, S½SW¼SW¼SW¼;
Sec. 14, W½NW¼NW¼ and N½NW¼SW¼NW¼; and
Sec. 15, N½NE¼, N½N½S½NE¼, and E½NW¼NW¼.

The area described contains 210 acres in Madison County, Montana.

The applicant desires that the lands be reserved for use as a natural research area.

A notice of the proposed withdrawal was published in the FEDERAL REGISTER on April 18, 1974, Volume No. 39, Page No. 13902, Document No. 74-8944.

Pursuant to section 204(h) of the Federal Land Policy and Management Act of 1976, 90 Stat. 2754, notice is hereby given that an opportunity for a public hearing is afforded in connection with the pending withdrawal application. All interested persons who desire to be heard on the proposed withdrawal must file a written request for a hearing with the State Director, Bureau of Land Management, P.O. Box 30157, Billings, Montana 59107, on or before October 24, 1977. Notice of the public hearing will be published in the FEDERAL REGISTER, giving the time and place of such hearing. The hearing will be scheduled and conducted in accordance with BLM Manual Sec. 2351.16 B. All previous comments submitted in connection with the withdrawal application have been included in the record and will be considered in making a final determination on the application.

In lieu of or in addition to attendance at a scheduled public hearing, written comments or objections to the pending withdrawal application may be filed with the undersigned authorized officer of the Bureau of Land Management on or before October 24, 1977.

The above-described lands are temporarily segregated from the operation of the public land laws; including the mining laws, to the extent that the withdrawal applied for, if and when effected, would prevent any form of disposal or appropriation under such laws. Current administrative jurisdiction over the segregated lands will not be affected by the temporary segregation. In accordance with section 204(g) of the Federal Land Policy and Management Act of 1976, the segregative effect of the pending withdrawal application will terminate on October 20, 1991, unless sooner terminated by action of the Secretary of the Interior.

All communications (except for public hearing requests) in connection with the pending withdrawal application should be addressed to the Chief, Branch of Lands and Minerals Operations, Bureau of Land Management, Department of the Interior, P.O. Box 30157, Billings, Montana 59107.

ROLAND F. LEE,
Chief, Branch of Lands and Minerals Operations.

[FR Doc.77-27383 Filed 9-20-77;8:45 am]

[N-15535, N-15536]

NEVADA

Airport Lease Application Withdrawn

SEPTEMBER 7, 1977.

Notice is hereby given that Max D. Pierson has withdrawn his airport lease applications on the following lands.

MOUNT DIABLO MERIDIAN, NEVADA

T. 16 N., R. 21 E
Sec. 22, SW¼NW¼, S½;
Sec. 27, N½NE¼.
T. 16 N., R. 22 E. (partially unsurveyed)
Sec. 16, NE¼, S½;
Sec. 20, N½, SW¼, N½SE¼, SW¼SE¼, SW¼SE¼SE¼, N½SE¼SE¼;
Sec. 29, N½, W½SW¼;
Sec. 30, N½, S½SW¼, NE¼SW¼, SE¼.

Therefore at 10 a.m. on September 21, 1977 the lands will be relieved of the segregation effect of the application.

WM. J. MALENCIK,
Chief, Division of Technical Services.

[FR Doc. 77-27382 Filed 9-20-77;8:45 am]

[N-16948]

NEVADA

Airport Lease Application

SEPTEMBER 8, 1977.

Notice is hereby given that pursuant to the Act of May 24, 1928, (49 U.S.C. 211-214), Kenneth H. Earp has applied for an airport lease on the following lands:

MOUNT DIABLO MERIDIAN, NEVADA

T. 39 N., R. 27 E
Sec. 8, a strip of land 60' wide and 2352.58' long, within the NE¼.

The purpose of this notice is to inform the public that the filing of this application segregated the described public lands from all other forms of appropriation under the public land laws.

Interested persons desiring to express their views should promptly send their comments together with their name and address to the Winnemucca District Manager, Bureau of Land Management, 705 East 4th St., Winnemucca, Nev. 89445.

WM. J. MALENCIK,
Chief, Division of Technical Services.

[FR Doc.77-28384 Filed 9-20-77;8:45 am]

[M 21943]

MONTANA

Opportunity for Public Hearing and Republication of Notice of Proposed Withdrawal

SEPTEMBER 12, 1977.

The Department of Agriculture filed application, Serial No. M 21943, on June 8, 1972, for a withdrawal in relation to the following described lands:

PRINCIPAL MERIDIAN, MONTANA

HELENA NATIONAL FOREST

Lincoln Gulch Historical Sites

T. 14 N., R. 9 W.,
Sec. 8, E½SW¼NW¼, W½SE¼NW¼, W½NE¼SW¼, SE¼SW¼, and W½SW¼SE¼.

The area described contains 120 acres in Lewis and Clark County, Montana.

The applicant desires that the lands be reserved for the preservation of two historical sites.

A notice of the proposed withdrawal was published in the FEDERAL REGISTER on June 30, 1972, Volume No. 37, Page No. 12980, Document No. 72-9974.

Pursuant to section 204(h) of the Federal Land Policy and Management Act of 1976, 90 Stat. 2754, notice is hereby given that an opportunity for a public hearing is afforded in connection with the pending withdrawal application. All interested persons who desire to be heard on the proposed withdrawal must file a written request for a hearing with the State Director, Bureau of Land Management, P.O. Box 30157, Billings, Montana 59107, on or before October 24, 1977. Notice of the public hearing will be published in the FEDERAL REGISTER, giving the time and place of such hearing. The hearing will be scheduled and conducted in accordance with BLM Manual Sec. 2351.16 B. All previous comments submitted in connection with the withdrawal application have been included in the record and will be considered in making a final determination on the application.

In lieu of or in addition to attendance at a scheduled public hearing, written comments or objections to the pending withdrawal application may be filed with the undersigned authorized officer of the Bureau of Land Management on or before October 24, 1977.

The above-described lands are temporarily segregated from the operation of the public land laws, including the mining laws, to the extent that the withdrawal applied for, if and when effected, would prevent any form of disposal or appropriation under such laws. Current administrative jurisdiction over the segregated lands will not be affected by the temporary segregation. In accordance with section 204(g) of the Federal Land Policy and Management Act of 1976, the segregative effect of the pending withdrawal application will terminate on October 20, 1991, unless sooner terminated by action of the Secretary of the Interior.

All communications (except for public hearing requests) in connection with the pending withdrawal application should be addressed to the Chief, Branch of Lands and Minerals Operations, Bureau of Land Management, Department of the Interior, P.O. Box 30157, Billings, Mont. 59107.

ROLAND F. LEE,
Chief, Branch of Lands and Minerals Operations.

[FR Doc.77-27404 Filed 9-20-77;8:45 am]

OUTER CONTINENTAL SHELF, ALASKA

Oil and Gas Lease Sale No. CI, October 27, 1977

Correction

In FR Doc 77-26944 appearing at page 46614 in the isue of Friday, September 16, 1977 the following changes should be made:

1. On page 46614, second column, tenth line from the bottom of the column, the word now reading, "far" should read, "for".

2. On page 46615 the entries (1) through (4) under paragraph 12 should be corrected to read:

(1) No. 5-1—Iliamna.
(2) No. 5-2—Seldovia.
(3) No. 5-3—Mt. Katmai.
(4) No. 5-4—Afognak.

3. On page 46615, paragraph 13, in the first line change the word "tract" to read, "tracts".

4. On page 46617, under the heading Stipulation No. 1, in the sixth line down change the word, "lesser" to read, "lessor".

5. On page 46619, paragraph 15, in the thirteenth line down, change the word "safety" to read, "safest".

6. On page 46619, the following paragraph should be added in the second column after the third full paragraph.

"Bidders are advised that the Department of the Interior intends to require a development phase environment impact statement for the Cook Inlet lease sale area."

7. On page 46619, third column, the Joint Bidders Statement should read as follows:

JOINT BIDDER'S STATEMENT

I hereby certify that _____ (entity submitting bid) is eligible under 43 CFR 3302 to bid jointly with the other parties submitting this bid.

_____
Signature
(Please type signer's name under signature.)

Sworn to and subscribed before me this _____ day of _____ 19__.

_____
Notary Public

State of _____
(County) of _____

DEPARTMENT OF LABOR

Employment and Training Administration

FEDERAL COMMITTEE ON APPRENTICESHIP

Notice of Meeting

Pursuant to section 10(a) of the Federal Advisory Committee Act (Pub. L. 92-463; 5 U.S.C. App. 1) of October 6, 1972, notice is hereby given that the Federal Committee on Apprenticeship will conduct an open meeting on Thursday, October 6, from 9 a.m. to 4:00 p.m.; Friday, October 7, 1977, from 9 a.m. to 12 noon at The Harry Lundeberg School, Lundeberg Maryland Seamanship School, Inc., Piney Point, Maryland.

The agenda for the meeting on October 6 will include:

1. Office of National Programs, ETA.
2. Proposed New EEO Construction Standards for Women in Construction.
3. Amendments to 29 CFR 30 Equal Employment Opportunity in Apprenticeship and Training.
4. 29 CFR 28 Trainee Programs on Federal and Federally Assisted Construction.
5. 40th Anniversary of the National Apprenticeship Act.
6. Proposed Legislation to Amend the Fitzgerald Act.
7. Swearing in of New Committee Members.

The agenda for the meeting on October 7 will include:

1. BAT film, "The Apprentice", produced by the Employment and Training Administration, U.S. Department of Labor.
2. Research Developments in Apprenticeship.
3. New Goals for the FCA.
4. Apprenticeship Registration in the Federal Agencies.

Members of the public are invited to attend the proceedings. Any member of the public who wishes to file written data, views or arguments pertaining to the agenda may do so by furnishing it to the Executive Secretary at any time prior to to the meeting. Thirty copies are needed for the members and for the inclusion in the minutes of the meeting.

Any member of the public who wishes to speak at this meeting should so indicate in a written statement, also the nature of intended presentation and amount of time needed. The Chairman will announce at the beginning of the meeting the extent to which time will permit the granting of such requests. Communications to the Executive Secretary should be addressed as follows:

Mrs. M. M. Winters, Bureau of Apprenticeship and Training, ETA, U.S. Department of Labor, 601 D Street, NW., (Room 5434), Washington, D.C. 20213.

Signed at Washington, D.C., this 19th day of September 1977.

ERNEST G. GREEN,
Assistant Secretary for Employment and Training Administration.

[FR Doc.77-27729 Filed 9-20-77;8:45 am]

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

[Notice 77-61]

RESEARCH VENTURES INC.

Intent To Grant Exclusive Patent License

Notice is hereby given of intent to grant to Research Ventures, Incorporated, Williamsburg, Virginia, a revocable, exclusive license to practice the in-

vention described in U.S. Patent No. 3,931,462 for "Stack Plume Visualization System", issued on January 6, 1976, to the Administrator of the National Aeronautics and Space Administration on behalf of the United States of America. The proposed exclusive license will be for a limited number of years and will contain appropriate terms and conditions to be negotiated in accordance with the NASA Patent Licensing Regulations, 14 C.F.R. § 1245.2, as revised April 1, 1972. NASA will grant the exclusive license unless, within 30 days of this Notice, the Chairman, Inventions and Contributions Board, NASA, Washington, D.C. 20546, receives in writing any of the following, together with supporting documentation: (i) a statement from any person setting forth reasons why it would not be in the best interest of the United States to grant the proposed exclusive license; or (ii) an application for a nonexclusive license under such invention, in accordance with § 1245.206(b) in which applicant states that he has already brought or is likely to bring the invention to practical application within a reasonable period. The Board will review all written responses to the Notice and then recommend to the Administrator whether to grant the exclusive license.

Dated: September 14, 1977.

S. NEIL HOSENBALL,
General Counsel.

[FR Doc.77-27180 Filed 9-20-77;8:45 am]

OFFICE OF MANAGEMENT AND BUDGET

CLEARANCE OF REPORTS

List of Requests

The following is a list of requests for clearance of reports intended for use in collecting information from the public received by the Office of Management and Budget on September 15, 1977 (44 U.S.C. 3509). The purpose of publishing this list in the FEDERAL REGISTER is to inform the public.

The list includes the title of each request received; the name of the agency sponsoring the proposed collection of information; the agency form number(s), if applicable; the frequency with which the information is proposed to be collected; the name of the reviewer or reviewing division within OMB, and an indication of who will be the respondents to the proposed collection.

Requests for extension which appear to raise no significant issues are to be approved after brief notice through this release.

Further information about the items on this daily list may be obtained from the Clearance Office, Office of Management and Budget, Washington, D.C. 20503 (202-395-4529), or from the reviewer listed.

NEW FORMS

DEPARTMENT OF AGRICULTURE

Economic Research Service: Land Ownership Survey, single-time, land owners, Ellett, C. A., 395-5867.

Forest Service: Seamalert Questionnaire, single-time, reclamation research organizations, Ellett, C. A., 395-5867.

Office of General Sales Manager: Regulations Covering Non-Commercial Risk Defaults Under CCC Non-Commercial Risk Assurance Program, GSM-101, on occasion, U.S. exporters, C. Louis Kincannon, 395-3211.

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

National Institutes of Health: WHO Monitoring of Mental Health Needs, single time, mental health facilities, Richard Eisinger, 395-6140.

DEPARTMENT OF LABOR

Employment and Training Administration: Young Adult Conservation Corps (YACC) Application Form ETA-27, on occasion, YACC applicants, Strasser, A., 395-5867.

REVISIONS

DEPARTMENT OF THE INTERIOR

National Park Service: Visitor Use Studies: Hunter Survey, single time, visitors to various national parks, Caywood, D. P., 395-3443.

EXTENSIONS

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

Food and Drug Administration:
Food Canning Establishment and Process Filing for Agitating Processes, FD 2541 B, on occasion, low-acid canned food processors, Richard Eisinger, 395-6140.
Food Canning Establishment and Process Filing for Still Retort Processes, FD 2541 A, on occasion, low-acid canned food processors, Richard Eisinger, 395-6140.

Health Services Administration: Applicant Evaluation Health Record Administration Training, HSA-271, annually, teachers, supervisors of applicants, etc., Richard Eisinger, 395-6140.

Alcohol, Drug Abuse, and Mental Health Administration: Assessment of needs for advanced education of State and local mental health professional and administrative staffs, single time, mental health professors, Richard Eisinger, 395-6140.

Food anod Drug Administration: Food Canning Establishment Registration, FD 2541, on occasion, low-acid canned food processors, Richard Eisinger, 395-6140.

PHILLIP D. LARSEN,
Budget and Management Officer.

[FR Doc.77-27521 Filed 9-20-77;8:45 am]

CLEARANCE OF REPORTS

List of Requests

The following is a list of requests for clearance of reports intended for use in collecting information from the public received by the Office of Management and Budget on 09/14/77 (44 U.S.C. 3509). The purpose of publishing this list in the FEDERAL REGISTER is to inform the public.

The list includes the title of each request received; the name of the agency sponsoring the proposed collection of information; the agency form number(s), if applicable; the frequency with which the information is proposed to be collected; the name of the reviewer or reviewing division within OMB, and an indication of who will be the respondents to the proposed collection.

Requests for extension which appear to raise no significant issues are to be approved after brief notice through this release.

Further information about the items on this daily list may be obtained from the Clearance Office, Office of Management and Budget, Washington, D.C. 20503 (202-395-4529), or from the reviewer listed.

NEW FORMS

VETERANS ADMINISTRATION

Statement of Termination of Marital Relationship, 21-8796, on occasion, claimants for death benefits, Caywood, P. P., 395-3443.

DEPARTMENT OF JUSTICE

Law Enforcement Assistance Administration: NCIC Stolen Vehicle Locates (form A); Prosecution of Dyer Act Referrals (form B), (series 3350), single time, State and Local law enforcement agencies, Richard Eisinger, 395-6140.

DEPARTMENT OF LABOR

Employment Standards Administration: Certification of Continuing Entitlement to Benefits, CM-929, annually, black lung beneficiaries, Strasser, A., 395-5867.

REVISIONS

U.S. CIVIL SERVICE COMMISSION

Qualifications Information Statement, CSC form 905, CSC 905A, on occasion, Marsha Traynham, 395-4529.

SMALL BUSINESS ADMINISTRATION

Management Counseling Program, SBA forms 64, on occasion, selected small businesses receiving management assistance, Warren Topelius, 395-5872.

ACTION

Impact of Vista and Peace Corps Service on Former Volunteers and American Society—Phase II, single time, Vista and Peace Corps former volunteers, Strasser, A., 395-5867.

"Employer/Educational Followup Questionaire," from Outplacement Counseling Section, action form, monthly, educational institutions, Strasser, A., 395-5867.

DEPARTMENT OF LABOR

Bureau of Labor Statistics: Monthly reports on Employment, Payroll, and Hours, and Industry Class Supplements, BLS 790, monthly, industrial establishments, Strasser, A., 395-5867.

Employment Standards Administration: Agreement and Undertaking, OWCP-1, on occasion, longshore workers, coal miners, etc., Strasser, A., 395-5867.

Bureau of Labor Statistics, Retail Prices: Rent Collection; Segment Listing; Tenure Screening (Fairbanks CPI), 2921B, 2921C, 2921D, Monthly, rental units, Strasser, A., 395-5867.

DEPARTMENT OF TREASURY

Bureau of Customs, Declaration for Free Entry of Unaccompanied Articles, customs form, on occasion, importers, Warren Topelius, 395-5872.

EXTENSIONS

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Planning and Development:
Application for Federal Assistance Part III: Annual Grant Budget, HUD-7026.2, annually, States, SMSA's, Cities over 50,000 population, Budget Review Division, 395-4775.
Comprehensive Planning Assistance Annual Report (completion report), annually, Recipient of 701 Comprehensive Planning Assistance grants, PL 83-560, Sec. 814, Budget Review Division, 395-4775.
Comprehensive Planning Assistance—Progress Report, semiannually, Recipient of 701 Comprehensive Planning Assistance grants PL 83-560, Sec. 814, Budget Review Division, 395-4775.

DEPARTMENT OF LABOR

Labor Management and Service Administration:
Petition for National Consultation Rights, LMSA-64, on occasion, Federal Labor Organization, Strasser, A., 395-5867.
Application for Decision on Grievability or Arbitrability, LMSA-63, on occasion, Federal Labor Organization (most often), Strasser, A., 395-5867.
Employment Standards Administration, Notice to the Deputy Commissioner That Claim Will be Controverted, LS 207, on occasion, Employers and Insurance Companies, Strasser, A., 395-5867.
Labor Management and Service Administration:
Complaint Against Agency, LMSA-61, on occasion, Federal Labor Organization (most often), Strasser, A., 395-5867.
Complaint Against Labor Organization or its Agents, LSMA-62, on occasion, Federal Employee (most often), Strasser, A., 395-5867.

PHILLIP D. LARSEN,
Budget and Management Officer.

[FR Doc.77-27522 Filed 9-20-77;8:45 am]

OFFICE OF SCIENCE AND TECHNOLOGY POLICY

INTERGOVERNMENTAL SCIENCE, ENGINEERING AND TECHNOLOGY ADVISORY PANEL

Meeting

In accordance with the Federal Advisory Committee Act, Pub. L. 92-463, the Office of Science and Technology Policy announces the following meeting:

Name: Intergovernmental Science, Engineering, and Technology Advisory Panel—Transportation, Commerce, and Community Development Task Force.
Place: Room 2008, New Executive Office Building, 726 Jackson Place NW., Washington, D.C.
Date: Thursday, October 13, 1977; 9:15 a.m. to 1 p.m.
Contact Person: Mr. Louis Blair, Office of Science & Technology Policy, Executive Office of the President; telephone 202-395-4596. Anyone who plans to attend should contact Mr. Blair by October 10, 1977.

The purpose of the meeting is to be briefed by the Office of Policy Development and Research (PDR), Department of Housing and Urban Development on:

FY 79 R&D budget priorities
FY 78 research plans
Research utilization activities in PDR

Minutes of the meeting: Summary minutes of the meeting will be available from Mr. Blair.

TENTATIVE AGENDA

9:15—Opening remarks by Mayor Gibson and Councilman Francois, Task Force Co-Chairmen.
9:30—Briefings by HUD Policy Level Officials.
10:30—Questions and Comments by Task Force members and staff.
11—Comments by Public Interest Group representatives on HUD Intergovernmental Research Program.
12—Break.
12:15—Comments from the public to the Task Force.
1—Adjourn.

WILLIAM J. MONTGOMERY,
Executive Officer, Office of Science and Technology Policy.

SEPTEMBER 13, 1977.

[FR Doc.77-27381 Filed 9-20-77;8:45 am]

SECURITIES AND EXCHANGE COMMISSION

[Rel. No. 13957 (SR-Amex-77-10)]

AMERICAN STOCK EXCHANGE, INC.

Order Approving Proposed Rule Change

SEPTEMBER 14, 1977.

On May 13, 1977, the American Stock Exchange, Inc., 86 Trinity Place, New York, N.Y. 10006, filed with the Commission, pursuant to Section 19(b) of the Securities Exchange Act of 1934 (the "Act"), as amended by the Securities Acts Amendments of 1975, and Rule 19b-4 thereunder, copies of a proposed rule change. The rule change would require that options be restricted on that exchange only when such options are required to be restricted on all exchanges which list such options.

Notice of the proposed rule change together with the terms of substance of the proposed rule change was given by publication of a Commission Release (Securities Exchange Act Release No. 13586, (June 1, 1977)) and by publication in the FEDERAL REGISTER (42 FR 29978 (June 10, 1977)).

The Commission finds that the proposed rule change is consistent with the requirements of the Act and the rules and regulations thereunder applicable to registered national securities exchanges, and in particular, the requirements of Section 6 and the rules and regulations thereunder.

It is therefore ordered, pursuant to Section 19(b)(2) of the Act, that the proposed rule change filed with the Commission on May 13, 1977, be, and it hereby is, approved.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27426 Filed 9-20-77;8:45 am]

[Rel. No. 13952 (SR-Amex-77-17)]

AMERICAN STOCK EXCHANGE, INC.

Order Approving Proposed Rule Change by the American Stock Exchange, Inc.

SEPTEMBER 13, 1977.

On July 27, 1977, the American Stock Exchange, Inc. ("Amex"), 86 Trinity Place, New York, New York 10006, filed with the Commission, pursuant to Section 19(b) of the Securities Exchange Act of 1934 (the "Act"), as amended by the Securities Acts Amendments of 1975, and Rule 19b-4 thereunder, copies of a proposed rule change to provide a procedure whereby a listed company may obtain review of Exchange determinations to halt or suspend trading in its securities.

Notice of the proposed rule change together with the terms of substance of the proposed rule change was given by publication of a Commission Release (Securities Exchange Act Release No. 13811, (August 1, 1977)) and by publication in the FEDERAL REGISTER (42 FR 40301 (August 9, 1977)).

The Commission finds that the proposed rule change is consistent with the requirements of the Act and the rules and regulations thereunder applicable to national securities exchanges, and in particular, the requirements of Section 6 and the rules and regulations thereunder.

It is therefore ordered, pursuant to Section 19(b)(2) of the Act, that the above-mentioned proposed rule change be, and it hereby is, approved.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27427 Filed 9-20-77;8:45 am]

[Release No. 34-13948; File No. SR-Amex-77-20]

AMERICAN STOCK EXCHANGE, INC.

Self Regulatory Organization; Proposed Rule Change

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (the "Act"), 15 U.S.C. 78s (b)(1), as amended by Pub. L. No. 94-29, 16 (June 4, 1975), notice is hereby given that on September 6, 1977 the above mentioned self-regulatory organization filed with the Securities Exchange Commission a proposed rule change as follows:

EXCHANGE'S STATEMENT OF TERMS OF SUBSTANCE OF THE PROPOSED RULE CHANGE

The proposed rule change will substantially conform the Exchange fidelity

bond Rule 330 to the Securities and Exchange Commission's fidelity bond Rule 15b10–11. The text of the proposed rule is attached as Exhibit A.

EXCHANGE'S STATEMENT OF BASIS AND PURPOSE

The basis and purpose of the foregoing proposed rule change is as follows:

The purpose of the proposed amendment is to modify the fidelity bonding requirements of members and member organizations to conform them to SEC requirements.

Because the nature of the business of small member organizations that introduce customer accounts on a fully disclosed basis is such that the organizations' risks associated with that activity are minimal, it is proposed that their insurance requirements be reduced from the present $100,000 to the greater of $25,000 or 120% of their net capital requirement.

Present Rule 330 provides that the minimum bonding coverage be based on a member or member organization's net capital requirement, but does not permit use of the alternative method to compute net capital provided by SEC Rule 15c3–1. Since experience has shown that this method provides necessary protection for the public, it is proposed that Amex members and member organizations be allowed to use it in determining their insurance requirements.

It is also proposed that Rule 330 be amended to raise the present self-insurance feature from 5% to 10% of the minimum coverage requirement, to conform it to the requirements of the SEC rule. In addition, the requirement that the amount of self-insurance be considered a debit item in computing net capital would be eliminated, since the SEC net capital rule does not require that amount to be debited.

The amendment to Rule 330 is proposed pursuant to the obligation imposed on national securities exchanges in Sections 6(b)(1) and 6(b)(5) of the Securities Exchange Act of 1934, as amended, to adopt rules which are designed to protect investors and the public interest in maintaining standards of insurance commensurate with the degree of potential risk involved.

No comments were solicited or received with respect to the proposed rule change.

The Amex has determined that no burden on competition will be imposed by the proposed rule change.

On or before October 26, 1977, designate up to 90 days of such date if it finds such longer periods to be appropriate and publishes its reasons for so finding or (ii) as to which the above-mentioned self-regulatory organization consents, the Commission will:

(A) By order approve such proposed rule change, or

(B) Institute proceedings to determine whether the proposed rule change should be disapproved.

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons desiring to make written submissions should file six (6) copies thereof with the Secretary of the Commission, Securities and Exchange Commission, Washington, D.C. 20549. Copies of the filing with respect to the foregoing and of all written submissions will be available for inspection and copying in the Public Reference Room, 1100 L Street NW., Washington, D.C. Copies of such filing will also be available for inspection and copying at the principal office of the above-mentioned self-regulatory organization. All submissions should refer to the file number references in the caption above and should be submitted on or before October 12, 1977.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 12, 1977.

EXHIBIT A

AMERICAN STOCK EXCHANGE, INC.

Proposed Amended Amex Rule 330

Fidelity Bonds, Requirements of Members, Member Firms and Corporations

Rule 330. (a) Each member [and member firm] *organization* doing business with the public and each member [corporation] *doing business with the public but not associated with a member organization* shall carry fidelity bonds [covering the employees of such member, the general partners and employees of such member firm, or the officers and employees of such member corporation] in such form and in such amounts as the Exchange may require *covering the individual member or, in the case of a member organization, its general partners or officers and its employees. The Stockbrokers Partnership Bond and the Brokers Blanket Bond approved by the Exchange, are the only forms which may be used. Specific Exchange approval is required for any variation from such forms.*

(b) Each *such* member *and member* organization may self-insure to the extent of $10,000 or [5%] *10%* of its minimum insurance requirements as fixed by the Exchange, whichever is greater, for each type of coverage required by the rule [provided that under the provisions of Rule 470 the member organization will at all times consider as a debit item in computing net capital the full amount of any self-insurance, and provided that the member organization shall also consider as a debit item in computing the net capital the full amount of each loss, as it occurs, falling within the range of self-insurance. Proper notation relating to the above charges shall be reflected in answers to all financial questionnaires]. *This deductible may be taken without considering it as a debit item in the computation of net capital.* Self-insurance in amounts exceeding the above maximum may be permitted by the Exchange provided the member *or member* organization certifies to the satisfaction of the Exchange that it is unable to obtain greater bonding coverage, and [provided the member organization also] agrees to reduce its self-insurance so as to comply with the above stated limits as soon as possible, and [provided] appropriate charges to capital are made *pursuant to SEC Rule 15c3–1.*

(c) *Members and member organizations subject to this rule are required to maintain basic and specific coverages, which apply both to Stockbrokers Partnership Bond and Brokers Blanket Bond, in amounts not less than those prescribed in this Rule. Where applicable, such coverage must also extend to limited partners as employees, persons in a securities or kindred business in which the member or member organization has a controlling interest, outside organizations providing electronic data processing services and the handling of U.S. government securities in bearer form.*

(d) Each member doing business with the public but not associated with a member organization and each member organization that introduces all customers' accounts on a fully disclosed basis must maintain minimum coverage as follows:

(i) Minimum basic coverage for such members and member organizations whose net capital requirements under Rule 470:

A. Does not exceed $670,000 shall be the greater of $25,000 or 120% of their net capital requirement.

B. Exceeds $670,000 shall be determined by the schedule set forth in paragraph (e) of this rule.

(ii) Specific coverage for such members and member organizations shall be as follows:

A. Misplacement and Check Forgery—the amount of basic bond minimum requirement.

B. Fraudulent Trading (not required of members not associated with a member organization or partnership having no employees)—the greater of $25,000 or 50% of the basic bond minimum requirement, up to $500,000.

C. Securities Forgery—the greater of $25,000 or 25% of the basic bond minimum up to $250,000.

(e) Each member organization which carries customers' accounts must maintain minimum coverage as follows:

(i) Minimum basic coverage for such member organizations shall be based on their net capital requirement under Rule 470 as follows:

Net capital requirement under rule 470:	*Basic minimum coverage*
$25,000 to $50,000	$200,000
$50,001 to $100,000	300,000
$100,001 to $200,000	500,000
$200,001 to $300,000	600,000
$300,001 to $500,000	700,000
$500,001 to $1,000,000	800,000
$1,000,001 to $2,000,000	1,000,000
$2,000,001 to $3,000,000	1,500,000
$3,000,001 to $4,000,000	2,000,000
$4,000,001 to $6,000,000	3,000,000
$6,000,001 to $12,000,000	4,000,000
$12,000,001 and higher	5,000,000

(ii) Specific coverages for such member organizations shall be as follows:

A. Misplacement and Check Forgery—the amount of the basic bond minimum requirement.

B. Fraudulent Trading (not required of partnerships having no employees)—the greater of $100,000 or 50% of the basic bond minimum requirement, up to $500,000.

C. Securities Forgery—the greater of $100,000 or 25% of the basic bond minimum requirement, up to $250,000.

* * * Commentary

10. [*Partner Coverage.* Each member partnership which introduces accounts on a disclosed basis or carries accounts for nonmembers must have a fidelity bond (Stockholders Partnership Bond) covering general partners. The approved form of bond has been developed by the insurance industry in cooperation with the Exchange community. Specific Exchange approval is required for any variation from the form.

The required minimum coverage of the fidelity bond will vary with the type of business done by the member firm and with its

minimum net capital requirement. These minimum coverages are set forth below:

Type of business:	Minimum coverage
1. Firms which introduce business to another member organization on a disclosed basis but do not carry accounts	$100,000
2. Firms which carry accounts for or do a principal business with non-members.	
Net Capital Requirement [1]:	
$50,000	200,000
$50,000 to $100,000	300,000
$100,000 to $200,000	500,000
$200,000 to $300,000	600,000
$300,000 to $500,000	700,000
$500,000 to $1,000,000	800,000
$1,000,000 to $2,000,000	1,000,000
$2,000,000 to $3,000,000	1,500,000
$3,000,000 to $4,000,000	2,000,000
$4,000,000 to $6,000,000	3,000,000
$6,000,000 to $12,000,000	4,000,000
$12,000,000 to $25,000,000	5,000,000

[1] The highest net capital requirement during the preceding twelve months will govern.]

The highest net capital requirement during the preceding twelve months, based upon either the basic or alternative method for computing net capital requirements, whichever is applicable, shall determine the minimum required coverage for the succeeding twelve month period. Required coverage may be redetermined as of the yearly anniversary date of the bond. If a replacement bond becomes necessary, coverage must be redetermined upon issuance of such bond, and thereafter such coverage shall be redetermined annually as of the anniversary date of the replacement bond.

.11 [*Blanket Bond Coverage.*

A. Basic coverage.—Members and member organizations which introduce accounts on a disclosed basis or carry accounts for non-members or do a principal business with non-members are required to have Brokers Blanket Bond coverage in amounts not less than the minimums prescribed above, which apply both to partner coverage and blanket bond coverage.

B. Specific coverages.—In addition to this basic Brokers Blanket Bond coverage, members and member organizations are required to include the following minimum specific coverages with respect to: Misplacement, Fraudulent Trading,[1] Check Forgery, and Securities Forgery.

(1) Individual members subject to net capital requirements who introduce accounts on a disclosed basis:

Coverage: At least $100,000 with respect to each of the above categories.

(2) Member organizations which introduce accounts on a disclosed basis:

Coverage: At least $100,000 with respect to each of the above categories.

(3) Member organizations which either (a) carry accounts for non-members or (b) do a principal business with non-members.

Coverage: With respect to Misplacement and Check Forgery—at least the amount of the basic bond minimum requirement. With respect to Fraudulent Trading—at least $100,000 or 50% of the basic bond minimum requirement, whichever is greater, up to $500,000. With respect to Securities Forgery—at least $100,000 or 25% of the basic bond minimum requirement, whichever is greater, up to $250,000.

[1] Fraudulent trading coverage not required of individual members or partnerships having no employees.]

Each member and member organization will be expected to review carefully any need for coverage greater than that provided by the required minimums. Where experience or the nature of the business warrants additional coverage the Exchange expects it will be acquired.

.12 [*General*—Each member organization will be expected to review carefully any need for coverage greater than that provided by the required minimums. Where experience or the nature of the business warrants additional coverage, the Exchange expects the member organization to acquire it.

Each member and member organization required to carry the above forms of insurance shall report to the Exchange if such insurance is entirely or partially cancelled. Full details should be given in writing. Such report need not be filed by a member organization which submits a similar report to another exchange of which it is a member.]

Each member and member organization subject to this rule shall immediately advise the Exchange in writing if its insurance is entirely or partially cancelled. In addition, each bond shall contain a provision that the insurance carrier will use its best efforts to notify the Exchange in the event the bond modified.[1] Such notice need not be given to the Exchange by a member organization or insurance carrier which submits a similar report to another self regulatory organization which has been designated by the Securities and Exchange Commission as responsible for the member's compliance with applicable financial responsibility rules.

[FR Doc.77-27440 Filed 9-20-77;8:45 am]

[1] *The term "substantially modified" shall mean any change in the type or amount of fidelity bonding coverage, or in the exclusions to which the bond is subject, or any other change in the bond such that it no longer complies with the requirements of this rule.*

[Release No. 34-13960; File No. SR-Amex-77-21]

AMERICAN STOCK EXCHANGE, INC.

Self-Regulatory Organization; Proposed Rule Change

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (the "Act"), 15 U.S.C. 78s (b)(1), as amended by Pub. L. No. 94-29, 16 (June 4, 1975), notice is hereby given that on September 8, 1977 the above-mentioned self-regulatory organization filed with the Securities and Exchange Commission a proposed rule change as follows:

STATEMENT OF THE TERMS OF SUBSTANCE OF THE PROPOSED RULE CHANGE

The American Stock Exchange, Inc. (the "Amex") proposes to amend Article V, Section 6 of its Constitution to expand its retention of disciplinary jurisdiction over former members. The text of the proposed amendment is attached as Exhibit A, and the terms of substance are summarized in the following Section of this notice.

AMEX'S STATEMENT OF BASIS AND PURPOSE

The basis and purpose of the foregoing proposed change are as follows:

The Amex presently retains disciplinary jurisdiction over former members for a period of 60 days after termination of membership, as to acts occurring during membership. To assure that the Amex's disciplinary responsibilities are fully discharged, Article V, Section 6 would be amended to provide that the 60-day period would commence on termination of membership, or on receipt by the Amex of notice of termination, whichever occurs later.

The basis under the Act for adopting the proposed amendment is generally to carry out the purposes of the Act; to enable the Amex to better enforce compliance by its members; and to provide for appropriate disciplinary action for violation of the provisions of the Act, the rules and regulations thereunder, and the Constitution and rules of the Amex.

Amex believes the proposed amendment is consistent with Section 6(b)(1) in that the ability of the Exchange to enforce compliance by its members with the provisions of the Act, and the rules of the Exchange, will be enhanced.

Amex states that no comments were solicited or received from Exchange members or others and believes that the proposed amendment does not impose a burden on competition.

On or before October 26, 1977, or within such longer period (i) as the Commission may designate up to 90 days of such date if it finds such longer period to be appropriate and publishes its reasons for so finding or (ii) as to which the above-mentioned self-regulatory organization consents, the Commission will:

(a) By order approve such proposed rule change, or

(b) Institute proceedings to determine whether the proposed rule change should be disapproved.

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons desiring to make written submissions should file six copies thereof with the Secretary of the Commission, Securities and Exchange Commission, Washington, D.C. 20549. Copies of the filing with respect to the foregoing and all written submissions will be available for inspection and copying in the Public Reference Room, 1100 "L" Street NW., Washington, D.C. Copies of such filing will also be available for inspection and copying at the principal office of the above-mentioned self-regulatory organization. All submissions should refer to the file number referenced in the caption above and should be submitted on or before October 12, 1977.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 15, 1977.

AMERICAN STOCK EXCHANGE, INC.

AMENDMENTS TO THE CONSTITUTION

1. Article V, Section 6 is amended to read as follows:

RETENTION OF JURISDICTION OVER FORMER MEMBERS

If, during the period of 60 days immediately following a) the termination of a per-

son's status as a member, *or b) receipt by the Exchange of written notification of such termination, whichever occurs later*, the Secretary of the Exchange gives written notice to such person that the Exchange is making inquiry into any specified matter or matters occurring prior to the termination of such person's status as a member, the Board of Governors, the Chairman or any committee authorized by the Board or the Constitution may thereafter require such person to submit to the Exchange his books and papers relating to the matter or matters specified in such notice, or to furnish information to, or to appear and testify before, the Board, the Chairman, any such committee or such officers, employees or representatives of the Exchange as may be designated by the Chairman or such committee with respect to any such matter. Following the termination of such person's status as a member, provided such notice is given, he may be charged with having refused or failed to comply with any such requirement or, as a result of the inquiry into the matter or matters specified in such notice, he may be charged with having committed, prior to the termination of his status as a member, any other offense with which he might have been charged had his status as a member not been terminated. Any charge against a former member may be brought before an Exchange Disciplinary Panel and determined as provided in Section 1(b) this Article V in the case of a member. Whenever an Exchange Disciplinary Panel shall determine that any such former member is guilty of the offense or offenses charged, it may impose a fine not exceeding $25,000 on such person, impose a censure, or direct that such person not be admitted or re-admitted as a member or that he not be admitted or re-admitted as a member for a specified period of time; and the Exchange may thereafter refuse to approve the employment of such person by a member or member organization.

NOTE.—Italics indicate material to be added.

[FR Doc.77-27442 Filed 9-20-77;8:45 am]

[Release No. 34-13961; File No. SR-Amex-77-22]

AMERICAN STOCK EXCHANGE, INC.

Self-Regulatory Organization; Proposed Rule Change

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (the "Act"), 15 U.S.C. 78s(b)(1), as amended by Pub. L. No. 94-29, 16 (June 4, 1975), notice is hereby given that on September 8, 1977, the above-mentioned self-regulatory organization filed with the Securities and Exchange Commission a proposed rule change as follows:

STATEMENT OF TERMS OF SUBSTANCE OF THE PROPOSED RULE CHANGE

The American Stock Exchange, Inc. (the "Amex") proposes to amend its rules to expand its retention of disciplinary jurisdiction over former officers and registered employees of member organizations.

The text of the proposed amendment is attached as Exhibit A, and the terms of substance are summarized in the following section of this notice.

AMEX'S STATEMENT OF BASIS AND PURPOSE

The basis and purpose of the foregoing proposed changes are as follows:

The Amex presently retains disciplinary jurisdiction over officers and employees of member organizations for a period of 60 days after termination of employment, as to acts occurring during employment. To assure that the Amex's disciplinary responsibilities are adequately discharged, Commentary .08 (11) of Rule 341 would be amended to provide that the 60-day period would commence on termination of employment or receipt by the Amex of notice of termination, whichever occurs later.

The basis under the Act for adopting the proposed amendment is generally to carry out the purposes of the Act; to enable the Amex to better enforce compliance by member organization officers and registered employees; and to provide for appropriate disciplinary action for violation of the provisions of the Act, the rules and regulations thereunder, and the Constitution and rules of the Amex.

Amex believes the proposed rule change is consistent with Section 6(b)(1) of the Act in that the ability of the Exchange to enforce compliance by officers and registered employees of member organizations with the provisions of the Act and the rules of the Exchange will be enhanced.

Amex states that no comments were solicited or received from Exchange members or others and believes the proposed amendment does not impose a burden on competition.

On or before October 26, 1977, or within such longer period (i) as the Commission may designate up to 90 days of such date if it finds such longer period to be appropriate and publishes its reasons for so finding or (ii) as to which the above-mentioned self-regulatory organization consents, the Commission will:

(a) By order approve such proposed rule change, or

(b) Institute proceedings to determine whether the proposed rule change should be disapproved.

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons desiring to make written submissions should file six copies thereof with the Secretary of the Commission, Securities and Exchange Commission, Washington, D.C. 20549. Copies of the filing with respect to the foregoing and all written submissions will be available for inspection and copying in the Public Reference Room, 1100 "L" Street NW., Washington, D.C. Copies of such filing will also be available for inspection and copying at the principal office of the above-mentioned self-regulatory organization. All submissions should refer to the file number referenced in the caption above and should be submitted on or before October 12, 1977.

For the Commission by the Division of Market Regulation pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 15, 1977.

AMERICAN STOCK EXCHANGE, INC.

AMENDMENT TO THE RULES

1. Commentary. 08(11) to Rule 341 is amended to read as follows:

If the American Stock Exchange, Inc., during the period of 60 days immediately following *a)* termination of my employment, *or b) receipt by the Exchange of written notification of such termination, whichever occurs later*, gives me written notice that the Exchange is making inquiry into any specified matter or matters occurring prior to termination of such employment, I agree that I will thereafter comply with any request of the Exchange for me to appear and testify, submit records, respond to written requests, attend hearings, and accept disciplinary charges or penalties with respect to the matter or matters specified in such notice in every respect in conformance with the Constitution and Rules and practices of the Exchange in the same manner and to the same extent as required to do if I had remained an employee. If I refuse to accept such written notice or, having been given such notice, refuse or fail to comply with any request of the Exchange, I agree that such refusal or failure may, in the discretion of the Exchange; act as a bar to future Exchange approval of my employment until such time as the Exchange has completed investigation into the matter or matters specified in such notice; has determined a penalty, if any, to be imposed against me; and until the penalty, if any, has been carried out.

NOTE.—Italics indicate material to be added.

[FR Doc.77-27443 Filed 9-20-77;8:45 am]

BOSTON STOCK EXCHANGE, INC.

Application for Unlisted Trading Privileges and of Opportunity for Hearing

SEPTEMBER 12, 1977.

The above named national securities exchange has filed an application with the Securities and Exchange Commission pursuant to Section 12(f)(1)(B) of the Securities Exchange Act of 1934 and Rule 12f-1 thereunder, for unlisted trading privileges in the securities of the companies as set forth below, which securities are listed and registered on one or more other national securities exchanges:

Bell & Howell Co. (Del.), common stock—no par value; file No. 7-4982.
Houston Industries, Inc., common stock—no par value; file No. 7-4983.

Upon receipt of a request, on or before September 28, 1977 from any interested person, the Commission will determine whether the application with respect to the company named shall be set down for hearing. Any such request should state briefly the title of the security in which he is interested, the nature of the interest of the person making the request, and the position he proposes to take at the hearing, if ordered. In addition, any interested person may submit his views or any additional facts bearing on the said application by means of a letter addressed to the Secretary, Securities and Exchange Commission, Washington, D.C. 20549 not later than the date specified. If no one requests a hearing with respect to the particular application, such application will be determined by order of the

Commission on the basis of the facts stated therein and other information contained in the official files of the Commission pertaining thereto.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27428 Filed 9-20-77;8:45 am]

CINCINNATI STOCK EXCHANGE

Application for Unlisted Trading Privileges and of Opportunity for Hearing

SEPTEMBER 12, 1977.

The above named national securities exchange has filed an application with the Securities and Exchange Commission pursuant to Section 12(f)(1)(B) of the Securities Exchange Act of 1934 and Rule 12f-1 thereunder, for unlisted trading privileges in the securities of the companies as set forth below, which securities are listed and registered on one or more other national securities exchanges:

Airco, Inc. (Delaware); common stock—$1.00 par value; file No. 7-4980.
Transco Companies Inc., common stock—$.50 par value; file No. 7-4981.

Upon receipt of a request, on or before September 28, 1977 from any interested person, the Commission will determine whether the application with respect to the company named shall be set down for hearing. Any such request should state briefly the title of the security in which he is interested, the nature of the interest of the person making the request, and the position he proposes to take at the hearing, if ordered. In addition, any interested person may submit his views or any additional facts bearing on the said application by means of a letter addressed to the Secretary, Securities and Exchange Commission, Washington, D.C. 20549 not later than the date specified. If no one requests a hearing with respect to the particular application, such application will be determined by order of the Commission on the basis of the facts stated therein and other information contained in the official files of the Commission pertaining thereto.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27429 Filed 9-20-77;8:45 am]

[Rel No. 13963 (SR-DTC-77-5)]

THE DEPOSITORY TRUST CO.

Order Approving Rule Change Submitted by the Depository Trust Co. Relating to Convertible Securities

SEPTEMBER 15, 1977.

On June 27, 1977, The Depository Trust Co. ("DTC"), 55 Water Street, New York, N.Y. 10041, submitted, pursuant to Rule 19b-4 under the Securities Exchange Act of 1934 (the "Act"), a proposed rule change which would enable DTC participants to exercise conversion options on qualifying convertible debt securities and preferred stocks without withdrawing the securities from DTC.

In accordance with Section 19(b) of the Act and Rule 19b-4 thereunder, notice of the proposed rule change was published in the FEDERAL REGISTER (42 FR 35924, July 12, 1977), and the public was invited to comment thereon. Notice of the filing and an invitation for comments also appeared in Securities Exchange Act Release No. 34-13716, July 5, 1977. No letters of comment were received.[1]

In addition, by letter dated September 9, 1977, which has been incorporated in the proposed rule change and included in the public file, DTC made certain representations in connection with the submission.

The Commission has reviewed the proposed rule change and finds that it is consistent with the requirements of the Act and the rules and regulations thereunder applicable to registered clearing agencies.

It is therefore ordered, pursuant to Section 19(b)(2) of the Act, that the proposed rule change contained in File No. SR-DTC-77-5 be, and hereby is, approved.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27430 Filed 9-20-77;8:45 am]

[Rel. No. 20172 (70-6050)]

EASTERN UTILITIES ASSOCIATES

Proposed Issue and Sale of Common Stock Pursuant to Employee Stock Ownership Plan and Request for Exemption From Competitive Bidding

SEPTEMBER 14, 1977.

Notice is hereby given that Eastern Utilities Associates ("EUA"), P.O. Box 2333, Boston, Mass. 02107, a registered holding company, has filed an application-declaration with this Commission pursuant to the Public Utility Holding Company Act of 1935 ("Act"), designating sections 6(a), 7, 12(f) and 12(g) of the Act and rules 43(a) and 50(a)(5) promulgated thereunder as applicable to the following proposed transaction. All interested persons are referred to the application-declaration, which is summarized below, for a complete statement of the proposed transaction.

EUA proposes to issue and sell from time to time through December 31, 1980, up to 150,000 shares of its authorized but unissued common stock pursuant to an EUA systems companies ("Employers") Employee Stock Ownership Plan ("Plan") and related trust agreement ("Trust").

The Plan provides that for each year the Employers will contribute to the Trust, in cash or in authorized but unissued EUA common shares, an amount equal to the additional one percent investment tax credit allowed for the Plan year under section 46(a)(2)(B)(i) of the Internal Revenue Code ("Code"). In addition, if an appropriate election is made on the consolidated federal income tax return and to the extent matched by participant contributions, the Employers will contribute to the Trust, in cash or in authorized but unissued EUA common shares, an amount not in excess of an additional one-half percent investment tax credit under section 46(a)(2)(B)(ii) of the Code. The value of the common shares contributed by the Employers will be equal to the average of the closing prices of EUA common shares on the New York Stock Exchange-Composite Transactions listing for the twenty consecutive trading days immediately preceding the date on which the corresponding tax credit is claimed. Cash contributions shall be used to purchase EUA common shares on the market on or before thirty days after the due date for the filing of EUA's federal income tax return.

All employees with at least one year of service and who have attained the age of majority will participate in the Plan. Under the Plan, EUA common stock representing the basic one percent additional investment tax credit will be allocated to participants in proportion to their compensation, excluding any compensation exceeding $100,000. Employee contributions to the Plan will be entirely voluntary. Participants desiring to make contributions shall make an irrevocable pledge prior to the end of the year to which the contributions relate indicating the amount, expressed as a percentage of compensation, to be contributed. Contributions shall be deducted from the participant's salary during the first six months of the next calendar year.

As required under the Code, the total amount allocated to any participant's account under the Plan and any other defined contribution plan maintained by the Employers is limited. The annual addition (meaning the sum of Employer contributions plus the lesser of the amount of the employee contributions in excess of 6 percent of his compensation or one-half of the employee contributions) to a participant's account cannot exceed the lesser of (1) $25,000 (with future adjustments to reflect rises in the cost of living) or (2) 25 percent of his compensation. The dollar limitation above shall increase to up to twice such limitation, by the amount of the Employers' total contribution in any year in which no more than one-third of such total contribution is allocated to officers, certain highly-paid employees and shareholders who have 10 percent or more of the total voting power or value of all classes of EUA shares (disregarding shares held under the Plan). Any allocation to a participant in excess of the fore-

[1] One letter of comment received by DTC prior to filing was submitted with the filing and considered in the course of Commission review.

going limitation shall be eliminated by the following procedure: (1) all or part of the participant's contribution and an equal amount of the Employers' matching contribution shall be returned to the participant and the Employers, respectively; (2) any excess of the Employers' remaining contribution shall be allocated to other participants until all have been allocated the maximum; and (3) any remaining excess shall be held in a suspense account and credited against the Employer contributions due for succeeding years.

All allocations of shares or cash contributed by the Employers will vest immediately in the participants. Under the Plan a separate account for each participant will be established. Distribution of a participant's account will be made within sixty days of the calendar month in which he terminates his employment. Distribution will normally be deferred until a participant's retirement unless he makes a one-time election to have the amount available from contributions for any year distributed as soon as the Code permits distribution. Distribution will be made in shares of EUA common stock, with cash being paid for the value of any fractional share, to the participant (or, in the event of his death, to the beneficiary designated by him).

A Trust will be established to receive contributions and hold and purchase EUA shares. Any cash dividends received shall first be used to pay the costs and expenses of the Plan, and the balance shall be reinvested in EUA common shares. In the event that cash dividends are insufficient to pay the costs and expenses of the Plan, the deficiency will be paid by the Employers. Each participant may direct the trustee as to the manner in which the shares of EUA common stock allocated to his account are to be voted and as to the exercise or sale of any rights, warrants, or options which may be issued on such shares. In the absence of direction by the participant, the trustee may exercise (to the extent cash is available) or sell such rights, warrants or options, in its discretion.

The general administration of the Plan will be placed in an Employee Share Ownership Committee ("Committee") of not less than three persons, who are to be designated by the Board of Trustees of EUA. The Committee will have the power to interpret and construe the Plan, to determine all questions of eligibility and the status and rights of participants and others, and to establish rules for the administration of the Plan.

EUA reserves the right to amend, modify, suspend or terminate the Plan in whole or in part at any time. No amendment will be effective unless the Plan as so amended is for the exclusive benefit of the participants and their beneficiaries, and no amendment will deprive any participant of the shares allocated to his account, except that any amendments may be made which are necessary to meet the requirements of the Tax/Reform Act of 1975 and the Code or the appropriate provisions of any subsequent revenue law.

EUA requests an exemption from the competitive bidding requirements of rule 50 under rule 50(a)(5) for the proposed issuance and sale of common stock to the Plan.

A statement of the fees and expenses to be incurred in connection with the proposed transaction will be filed by amendment. It is stated that no state commission and no federal commission, other than this Commission, has jurisdiction over the proposed transaction.

Notice is further giving that any intested person may, not later than October 7, 1977, request in writing that a hearing be held on such matter, stating the nature of his interest, the reasons for such request, and the issues of fact or law raised by said application-declaration which he desires to controvert, or he may request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such request should be served personally or by mail upon the applicant-declarent at the above stated address and proof of service (by affidavit or, in case of an attorney at law, by certificate) should be filed with the request. At any time after said date, the application-declaration, as filed or as it may be amended, may be granted and permitted to become effective as provided in rule 23 of the General Rules and Regulations promulgated under the Act, or the Commission may grant exemption from such rules as provided in rules 20(a) and 100 thereof or take such other action as it may deem appropriate. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Corporate Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27431 Filed 9-20-77;8:45 am]

[Rel No. 20175 (70-6054)]

LOUISIANA POWER & LIGHT CO.

Proposed Issuance and Sale of Preferred Stock at Competitive Bidding

SEPTEMBER 15, 1977.

Notice is hereby given that Louisiana Power & Light Company ("L.P. & L."), 142 Delaronde Street New Orleans, La. 70174, an electric utility subsidiary company of Middle South Utilities, Inc., a registered holding company, has filed a declaration with this Commission pursuant to the Public Utility Holding Company Act of 1935 ("Act"), designating sections 6(a) and 7 of the Act and rule 50 promulgated thereunder as applicable to the following proposed transaction. All interested persons are referred to the declaration, which is summarized below, for a complete statement of the proposed transaction.

L.P. & L. intends to establish, by appropriate corporate action, a new series of its Preferred Stock, Cumulative, $100 par value, which shall consist of 300,000 shares ("Stock"), and to issue and sell the Stock, subject to the competitive bidding requirements of rule 50 under the Act. The dividend rate of the Stock (which will be a multiple of 1/25th of 1 percent and the price to be paid to L. P. & L. for the Stock (which will be not less than $100 nor more than $102.75 per share) will be determined by the competitive bidding. The terms of the Stock will include a prohibition until November 1, 1982, against refunding the Stock, directly or indirectly, with funds derived from the issuance of debt securities at a lower effective interest cost or from the issuance of other stock, which ranks prior to or on a parity with the Stock as to dividends or assets, at a lower effective dividend cost.

L.P. & L. will apply the net proceeds derived from the issuance and sale of the Stock to the payment in part of short-term borrowings estimated to total $65,000,000 at the time the sale proceeds are received, to the financing in part of the company's construction program, and to other corporate purposes.

Fees and expenses incident to the issuance and sale of the Stock total $115,000, including counsel fees of $44,000 and auditors' fees of $11,000. The fee of counsel for the underwriters is estimated at $15,000 and is to be paid by the successful bidders. L.P. & L. states that no State or Federal commission, other than this Commission, has jurisdiction over the proposed transaction.

Notice is further given that any interested person may, not later than October 12, 1977, request in writing that a hearing be held on such matter, stating the nature of his interest, the reasons for such request, and the issues of fact or law raised by said declaration which he desires to controvert; or he may request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such request should be served personally or my mail upon the declarant at the above-stated address, and proof of service (by affidavit or, in case of an attorney at law, by certificate) should be filed with the request. At any time after said date, the declaration, as filed or as it may be amended, may be permitted to become effective as provided in rule 23 of the General Rules and Regulations promulgated under the Act, or the Commission may grant exemption from such rules as provided in rules 20(a) and 100 thereof or take such other action as it may deem appropriate. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices and orders issued in this matter, in-

cluding the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Corporate Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27432 Filed 9-20-77;8:45 am]

[Rel No. 20174 (70-5933)]

MIDDLE SOUTH UTILITIES INC. AND MIDDLE SOUTH ENERGY INC.

Proposal by Subsidiary To Issue Common Stock to Parent Holding Company

SEPTEMBER 15, 1977.

In the matter of Middle South Utilities, Inc., 225 Baronne Street, New Orleans, Louisiana 70112 and Middle South Energy, Inc., 225 Baronne Street, New Orleans, Louisiana 70112.

Notice is hereby given that Middle South Utilities, Inc. ("Middle South"), a registered holding company, and its wholly owned subsidiary company, Middle South Energy, Inc. ("MSEI"), have filed a post-effective amendment to an application-declaration previously filed with this Commission pursuant to the Public Utility Holding Company Act of 135 ("Act"), designating Sections 6(a), 7, 9(a), 10 and 12(f) of the Act and Rules 43 and 50(a)(3) promulgated thereunder as applicable to the proposed transaction. All interested persons are referred to the application-declaration, as amended, for a complete statement of the proposed transaction.

By order dated December 30, 1976, in this matter (HCAR No. 19836), MSEI was authorized to issue and sell to Middle South from time to time through December 31, 1977, up to 75,000 shares of MSEI's authorized but unissued nopar common stock at a price of $1,000 per share. As of September 1, 1977, MSEI had sold 34,000 of such shares to Middle South, leaving 41,000 remaining shares authorized to be sold through December 31, 1977.

MSEI now proposes that it be authorized to issue and sell to Middle South up to 4,000 additional shares of its no-par common stock at a price of $1,000 per share for an aggregate cash purchase price of $4,000,000. MSEI will apply the proceeds of such sale to its costs incurred in the construction of the Grand Gulf Nuclear Electric Station project ("Grand Gulf Project"), a two-unit nuclear plant having a projected aggregate capability of 2,500 MW, presently under construction near Vicksburg, Mississippi. The contemplated sales of common stock will be made in increments to be determined by MSEI and Middle South. Such sales will be timed to coincide with MSEI's cash needs, which are primarily determined by the nature and pact of construction on the Grand Gulf Project.

To the extent that funds are required from external sources to acquire the common stock, Middle South will obtain such funds through the issuance and sale of its unsecured short term promissory notes issued under a revolving credit agreement dated as of June 30, 1977, with a group of banks headed by Manufacturers Hanover Trust Company, New York, New York as authorized by the Commission's order of June 15, 1977 (HCAR No. 20074).

It is stated that no state commission and no federal commission, other than this Commission, has jurisdiction over the proposed transaction. It is also stated that the issuance and sale of common stock by MSEI is exempted from the competitive bidding requirements of Rule 50 by reason of subsection (a)(3) thereof.

Notice is further given that any interested person may, not later than October 11, 1977, request in writing that a hearing be held on such matter, stating the nature of his interest, the reasons for such request, and the issues of fact or law raised by the filing which he desires to controvert; or he may request that he be notified if the Commission should order a hearing thereon. Any such request should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such request should be served personally or by mail upon the applicants-declarants at the above-stated address, and proof of service (by affidavit or, in case of an attorney at law, by certificate) should be filed with the request. At any time after said date, the application-declaration, as amended or as it may be further amended, may be granted and permitted to become effective as provided in Rule 23 of the General Rules and Regulations promulgated under the Act, or the Commission may grant exemption from such rules as provided in Rules 20(a) and 100 thereof or take such other action as it may deem appropriate. Persons who request a hearing or advice as to whether a hearing is ordered will receive any notices or orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Corporate Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27433 Filed 9-20-77;8:45 am]

[Rel. No. 13894; File No. SR-MSE-77-23]

MIDWEST STOCK EXCHANGE, INC.

Filing of Amended Proposed Rule Change

AUGUST 26, 1977.

The Midwest Stock Exchange, Inc. ("MSE") has filed an amendment to a proposed rule change under Rule 19b-4 to redesignate as the basis under the Act for the proposed rule change Section 6(b)(5) rather than those provisions of Sections 6(d) and 19 relating to the denial of access to exchange services.

Publication of the submission is expected to be made in the FEDERAL REGISTER during the week of August 29, 1977. In order to assist the Commission to determine whether to approve the proposed rule change or institute proceedings to determine whether the proposed rule change should be disapproved, interested persons are invited to submit written data, views and arguments concerning the submission within 21 days from the date of publication in the FEDERAL REGISTER. Persons desiring to make written submissions should file six copies thereof with the Secretary of the Commission, Securities and Exchange Commission, 500 North Capitol Street, Washington, D.C. 20549. Reference should be made to File No. SR-MSE-77-23.

Copies of the submission and of all written comments will be available for inspection at the Securities and Exchange Commission's Public Reference Room, 1100 L Street NW., Washington, D.C. Copies of the filing will also be available at the principal office of the above-mentioned self-regulatory organization.

For the Commission by the Division of Market Regulation pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27437 Filed 9-20-77;8:45 am]

[Rel. No. 13953; File No. SR-NYSE-76-34]

NEW YORK STOCK EXCHANGE, INC.

Order Extending Time for Commission Action on Proposed Changes to New York Stock Exchange Rule 405

SEPTEMBER 13, 1977.

The New York Stock Exchange, Inc. (the "NYSE") 55 Water Street, New York, New York 10041 has filed pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (the "Act"), 15 U.S.C. 78s (b)(1) and Rule 19b-4 thereunder, 17 CFR 240.19b-4, proposed changes to NYSE Rule 405, the "Know Your Customer" rule.[1] The proposed rule would:

(1) Require that a member or member organization "make reasonable effort to ascertain . . ." the essential facts relative to certain persons and accounts in place of the present duty imposed by the rule to "use due diligence to learn . . ." the essential facts;

(2) Eliminate the specification that the member must learn such facts as to "every order";

(3) Provide that, with respect to accounts introduced on a disclosed basis, only the introducing member or member organization would be required to inquire the essential facts as to those customers and accounts;

(4) Delete the specification that a member or member organization "dili-

[1] Notice of the amended proposal was given by publication of Securities Exchange Act Release No. 13821 (August 2, 1977) and 42 FR 40290 (August 9, 1977); notice of the initial filing was given in Securities Exchange Act Release No. 12674 (July 20, 1976) and 41 FR 34136 (August 12, 1976). No comments were received.

gently" supervise compliance with the requirements of Rule 405; and

(5) Permit members and member organizations to effect isolated (i.e., not more than five transactions for a customer during a 12 month period) and unsolicited purchases and sales of securities valued at not more than $2,000 under certain conditions without complying with Rules 405(a) and (b) and Rule 409.

EXTENSION OF TIME FOR COMMISSION ACTION

Pursuant to Section 19(b)(2) of the Act, the Commission is required to approve a proposed rule change within 35 days of the publication of the notice of the filing of the proposal. However, the Commission may act in a longer period not to exceed ninety days from the date of publication if it finds such period appropriate and publishes its reasons for this finding.

The Commission published notice of the amended filing of proposed changes to Rule 405 on August 9, 1977. Absent an extension of time, Commission action with respect to this proposal would be required by September 13, 1977.

For the reasons summarized below, the Commission finds that a period longer than thirty-five days is appropriate and designates a period of ninety days from the date of publication of the amended filing as the appropriate time for Commission action.

The primary issue raised by these proposals is whether or not the rule as amended would be inconsistent with the purposes of the Act and, in particular, with the public interest and the protection of investors. In its previous consideration of these changes, the Commission expressed the concern that the proposed amendments to the central provisions of the rule diminish the obligation of the member or member organization to know its customer and to supervise customer accounts. In particular, the Commission noted that the rule, on its face, relieves the clearing broker or dealer of any responsibility to make the inquiry required by Rule 405 and to supervise the activity in customer accounts introduced to it on a disclosed basis; it questioned whether this complete, or at least substantial, relief of responsibility would be consistent with the protection of investors.

Although the NYSE had deferred Commission consideration of the proposed rephrasing of the duty of the member under Rule 405, the Commission advised the NYSE of its concern that this rephrasing sanctioned a less thorough inquiry that might be inconsistent with the public interest and the protection of investors.

Further, while specifying that the rule should be amended to include a definition of the term "isolated" with respect to transactions in the common purchase and sale account and a statement that such transactions must be "unsolicited," the Commission adverted to the fact that allowing members to effect any securities purchases without securing certain information relative to the customer posed serious questions as to the impact on investor protection.

Since each exchange which lists equity securities has adopted a "know your customer" rule which is substantially similar to NYSE Rule 405, any change in the duty to customers which may be effected by the approval of the amendments to Rule 405 can be expected to become the industry standard.

As a result of its most recent review, the Commission believes that the proposed amendments continue to pose a number of substantial questions which require extended consideration before any decision is made to approve the rule proposal or to institute proceedings, pursuant to Section 19(b)(2) of the Act, to determine whether it should be disapproved.

Accordingly, in order to evaluate further the potential impact of the amendment and to consider in greater depth whether the proposed amendments are inconsistent with the Act, the Commission, pursuant to Section 19(b)(2) of the Act, hereby extends until November 7, 1977 the time within which the Commission must act on the proposed rule changes.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 13, 1977.

[FR Doc.77-27430 Filed 9-20-77;8:45 am]

[Release No. 34-13935; File No. SR-PSE-77-22]

PACIFIC STOCK EXCHANGE INC.

Self-Regulatory Organization; Proposed Rule Change

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934, 15 U.S.C. 78s (b)(1), as amended by Pub. L. No. 94-29, 16 (June 4, 1975), notice is hereby given that on August 24, 1977, the above-mentioned self-regulatory organization filed with the Securities and Exchange Commission a proposed rule change as follows:

STATEMENT OF THE TERMS OF SUBSTANCE OF THE PROPOSED RULE CHANGE

The Pacific Stock Exchange Incorporated ("PSE") hereby requests to amend Rule XII of the Rules of its Board of Governors as follows (brackets indicate deletions and italics indicate additions):

RULE XII

[ARBITRATION OF CLAIMS OF NON-MEMBERS]

ARBITRATION

[Procedure for Making Claims]

[Sec. 1. Any person not a member of the Exchange shall have the right to make a demand against a member of the Exchange arising from any Exchange transactions upon the following conditions:

(a) The demand must be in writing delivered by the claimant to the Exchange.

(b) The claimant shall execute a full release of his claim against the said member and shall deliver such release to the Exchange to be held in trust to abide the result of the controversy determined as hereinafter set forth. The Exchange shall keep the release in trust awaiting the said determination of the controversy and shall deliver same as follows:

To the accused in the event (i) the claimant shall not present his claim to the Exchange within 20 days after delivery of such release to the Exchange, or (ii) in case the award hereinafter referred to shall be rendered in favor of the accused, or (iii) in case the accused shall pay or offer to pay such claimant the amount of the award or claim.

In the event the award shall be rendered against the accused and he fails to pay the same or legally to tender payment of the amount thereof within 5 days after it becomes final, the said release shall be returned to the claimant.

[Determination of Claim]

Sec. 2. The Secretary shall present to the Board any claim filed in accordance and complying with the provisions of Section 1 hereof. The Board shall thereupon either determine the claim itself or refer it to a regular or special committee for determination. Such committee shall report its decision to the Board in writing within 10 days from the said reference. The Board shall forthwith review the decision of the committee and either affirm or disapprove it. In any event the decision of the Board shall be final and binding upon the parties, and the Secretary shall immediately notify each of the parties in writing of such determination.]

Matters Subject to Arbitration

Sec. 1 (a) Any controversy between parties who are members, or persons associated with a member which arises out of the securities business of such parties shall, at the request of any such party, be submitted for arbitration in accordance with these rules.

(b) Any controversy between a non-member and a member or persons associated with a member which arises out of the securities business of such member, or a person associated with a member shall, at the request of such non-member, be submitted for arbitration in accordance with these rules.

(c) Any controversy between a member and an employee of such member which is related to such employment shall, at the request of any party, be submitted for arbitration in accordance with these rules.

(d) The Arbitration provisions of this Rule shall not constitute a prospective waiver of any right of action that may arise under the federal securities laws.

Commentary:

.01 For purposes of this Rule, the terms member, a person associated with a member and an employee of a member, shall be deemed to encompass those persons who were former Exchange members, persons associated with a member or employees of members.

.02 It may be deemed conduct inconsistent with just and equitable principles of trade for a member, a person associated with a member or employee of a member to fail to submit a dispute for arbitration on demand under the provisions of this Rule, or to fail to appear or to provide any document in his possession or control as directed pursuant to the provisions of this Rule or to fail to honor an award of arbitrators properly rendered pursuant to the provisions of this Rule where a timely motion has not been made to vacate or modify such award pursuant to applicable law.

Arbitration Proceedings

Sec. 2. (a) A member, a person associated with a member, a non-member, or employee of a member who wishes to initiate arbitration proceedings in accordance with Section 1 of this Rule shall, within six (6) months after the event giving rise to the controversy, file with the Compliance Department of the Exchange a written statement requesting arbitration. Such statement shall include (a) a concise description of the controversy; (b) the matters to be arbitrated, and, if possible, the amount in dispute; (c) the names of the parties involved; (d) the names and addresses of counsel, if any, for the person requesting arbitration. The Compliance Department shall promptly furnish a copy of this statement to the responding party for reply.

(b) The responding party shall file a reply with the Compliance Department within 15 business days following receipt of the statement requesting arbitration. The reply shall contain and clearly designate all available defenses to the initiating party's claim and may in addition set forth any related counterclaim which the responding party may have against the initiating party upon any existing controversy which would be eligible for arbitration under Section 1 of this Rule. The initiating party shall have the same opportunity to reply to any such counterclaim as is given the responding party in the case of the original statement requesting arbitration.

(c) Copies of the statement requesting arbitration, the reply, and any counterclaim and reply to the counterclaim shall be attached to a form of Submission prescribed by the Exchange, which shall be sent to the parties who shall execute their respective copies of the Submission. The copies of said Submission shall be returned within 10 business days of their receipt to the Compliance Department which shall, forthwith upon receipt, submit the copies to any committee of the Exchange empowered to act as an arbitration committee. Upon receipt of the executed Submission(s) for arbitration, the Arbitration Committee shall assign the matter to a panel consisting of members of the Arbitration Committee chosen by lot. Such members of the arbitration panel shall not be affiliated with any of the parties to the controversy or have any interest in the matter to be heard. Such panel shall arbitrate the controversy either in Los Angeles or San Francisco or such alternate situs mutually acceptable to the parties to the controversy and the Exchange.

Commentary:

.01 Where the parties have requested an alternate situs, the Arbitration Committee may either establish Exchange arbitration facilities outside the Los Angeles and San Francisco areas or refer the arbitration proceeding to another self-regulatory organization. In the event another self-regulatory organization conducts the arbitration, such organization shall follow the procedures contained in this Rule.

.02 For controversies involving an amount of $100 or less, the panel shall consist of one member. For all other controversies the panel shall consist of three members.

Time and Place of Hearing

Sec. 3(a) The Chairman of the panel assigned to a particular matter shall appoint a time and place for the hearing and shall cause notice thereof to be given to each of the parties as provided in this Rule. Notice of the initial hearing shall be given at least 10 business days prior to the date fixed for the hearing, and notice shall be given of each subsequent hearing as determined by the arbitrators.

(b) The arbitration panel may require the parties to post in advance with the Exchange a bond or other security in such amount as it deems necessary to defray expenses of the arbitration proceeding. Such bond or security shall promptly be returned to the parties upon the payment of fees or other costs assessed in compliance with Section 7 of this Rule.

Representation by Counsel

Sec. 4. Any party may elect to be represented by counsel at any stage of the arbitration proceedings. A party who is represented by counsel shall provide the Arbitration Committee with the name and address of his counsel, and thereafter, papers in the proceeding to be served upon such party shall be served upon his counsel.

Attendance at Hearings

Sec. 5. All parties and their counsel shall be entitled to attend all hearings. If any of the parties, after due notice, fails to be present or represented at a hearing, the arbitrators may, in their discretion, proceed with the adjudication of the controversy.

Conduct of Hearings

Sec. 6. At the commencement of the hearing, an oath shall be administered to the arbitrators, unless the same shall have been waived by the parties or their counsel. Witnesses, including parties who testify as witnesse, shall be sworn before testifying, unless the same is waived by the parties. Each of the parties shall be permitted to make an opening statement, present witnesses and documentary evidence, to cross-examine opposing witnesses and present closing arguments orally or in writing as determined by the arbitrators. Formal rules of evidence shall not apply at the hearing, but the arbitrators may exclude irrelevant or unduly repetitious evidence. The arbitrators shall have such powers of subpoena as may be provided by law.

Award of Arbitrators

Sec. 7. Within 30 business days from the date that an arbitration hearing shall have been declared closed (unless the hearings are re-opened by the arbitrators upon a showing of good cause as permitted by law), the arbitrators shall file with the Compliance Department a written award signed by a majority of the arbitrators, and such award shall be served upon the parties by the Compliance Department in accordance with Section 8 of this Rule. The arbitrators shall be empowered to assess any costs or fees in connection with the arbitration upon the parties in such manner as they deem to be appropriate. Except as otherwise directed by law, all awards rendered under this Rule shall be deemed final and not subject to review or appeal.

(b) The arbitrators may fix in the award the amount of costs chargeable to the parties to cover the expense of the hearing(s) and shall determine the manner in which and by whom such costs shall be borne.

Notice

Sec. 8. Notices of hearings and of awards shall be given to parties or their counsel in writing personally or by registered or certified mail. Notice of an adjourned hearing may be given orally at any preceding hearing. All other notices and documents may be served upon any party by delivering or mailing the same to the party or his counsel.

Fees, Costs and Expenses of Arbitration

Sec. 9. There shall be published and maintained on file with the Compliance Department, and available to all interested parties, the current schedule of fees, costs and expenses of arbitration.

Schedule of Fees

1. There shall be a filing fee of $25.00 to be imposed upon each of the parties to the arbitration. The said fee shall be imposed at the time the Submission Agreement is submitted and it shall not be refundable.

2. In addition to the filing fee, there shall be an additional amount chargeable to each party not to exceed the following:

If the amount (exclusive of interest and costs) involved is:

$500 or less	*$25 per hearing.*
More than $500 to $1,000	*$50 per hearing.*
More than $1,000 to $2,500	*$75 per hearing.*
More than $2,500 to $5,000	*$100 per hearing.*
More than $5,000 to $10,000	*$150 per hearing.*
More than $10,000	*$250 per hearing.*

The initiating party and the responding party shall each deposit the amount prescribed by the Schedule above. In the case of multiple hearings, the additional amounts required by the above Schedule shall be submitted in accordance with the direction of the panel arbitrators presiding. A hearing for fee purposes shall include all the proceedings conducted in any one calendar day.

3. The costs which the arbitrators are empowered to assess under Section 7 of this Rule shall in no event exceed the maximum amount chargeable to the parties as set forth in the Schedule of Fees above.

4. If the dispute, claim or controversy does not involve or disclose a money claim, the initial amount to be deposited by each party shall be $50 or such amount as the Arbitration Committee or the panel or arbitrators presiding may from time to time thereafter require not to exceed $250 per hearing.

5. Any matter submitted and thereafter settled or withdrawn prior to the date of the first hearing, shall entitle the parties to a refund of all but $25 of the amount deposited with the Exchange, exclusive of the filing fee.

6. Any matter submitted and thereafter settled or withdrawn on the date set for the initial hearing or subsequent thereto, shall be subject to such partial refund as the panel or arbitrator presiding may permit.

7. The panel of arbitrators presiding shall have the authority within the maximum and minimum limitations prescribed above to require such deposits or fix such assessments as they may reasonably deem the circumstances shall require.

PSE's Statement of Basis and Purpose

The basis and purpose of the foregoing proposed rule change is as follows:

The purpose of the proposed rule change is to update and clarify Rule XII of the Rules of the Board of Governors.

By adding greater specificity to the PSE Rule, the proposed rule change contributes to the ability of the PSE to enforce compliance with its Rules and provide for protection of investors and of the public interest.

Comments have neither been solicited nor received from members on the proposed rule change.

The proposed rule change imposes no burden on competition.

On or before October 26, 1977, or within such longer period, (1) as the Commission may designate up to 90 days of such date if it finds such longer period to be

appropriate and publishes its reasons for so finding or (ii) as to which the above-mentioned self-regulatory organization consents, the Commission will:

(A) By order approve such proposed rule change, or

(B) Institute proceedings to determine whether the proposed rule change should be disapproved.

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons desiring to make written submissions should file 6 copies thereof with the Secretary of the Commission, Securities and Exchange Commission, Washington, D.C. 20549. Copies of the filing with respect to the foregoing and of all written submissions will be available for inspection and copying in the Public Reference Room, 1100 L Street, N.W., Washington, D.C. Copies of such filing will also be available for inspection and copying at the principal office of the above-mentioned self-regulatory organization. All submissions should refer to the file number referenced in the caption above and should be submitted on or before October 12, 1977.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 7, 1977.

[FR Doc.77-27441 Filed 9-20-77;8:45 am]

[Release No. 34-13959; File No. SR-PHLX-77-12]

PHILADELPHIA STOCK EXCHANGE, INC.

Self-Regulatory Organization; Proposed Rule Change

Pursuant to Section 19(b)(1) of the Securities Exchange Act of 1934 (the "Act"), 15 U.S.C. 78s(b)(1), as amended by Pub. L. No. 94-29 (June 4, 1975), notice is hereby given that on August 18, 1977, the above-mentioned self-regulatory organization filed with the Securities and Exchange Commission a proposed rule change as follows:

EXCHANGE'S STATEMENT OF TERMS OF SUBSTANCE OF THE PROPOSED RULE CHANGE

The Philadelphia Stock Exchange, Inc. ("PHLX") proposes an amendment to its listing fee schedule for securities listed on the Exchange. The original listing fee for stocks and warrants is increased to $5,000 per issue from $2,000. No other changes have been made in the listing fee schedule.

EXCHANGE'S STATEMENT OF BASIS AND PURPOSE

The purpose of the change is partially to offset rising administrative costs by an increase in a fixed charge. The new level of the fee is within the range of charges made by comparable exchanges for similar services.

PHLX asserts that the listing fee change is consistent with equitable allocation of reasonable dues, fees and charges among members, issuers and other persons using the facilities of the Exchange. As such, PHLX cites Section 6(b)(4) of the Act as the statutory basis for the proposed amendment of its listing fee schedule.

PHLX states that no comments have been received from members or issuers on the proposed change.

PHLX believes that no burden on competition will be imposed by the proposed amendment.

On or before October 26, 1977, or within such longer period (i) as the Commission may designate up to 90 days of such date if it finds such longer period to be appropriate and publishes its reasons for so finding or (ii) as to which the above-mentioned self-regulatory organization consents, the Commission will:

(A) By order approve such proposed rule change, or

(B) Institute proceedings to determine whether the proposed rule change should be disapproved.

Interested persons are invited to submit written data, views and arguments concerning the foregoing. Persons desiring to make written submissions should file 6 copies thereof with the Secretary of the Commission, Securities and Exchange Commission, Washington, D.C. 20549. Copies of the filing with respect to the foregoing and of all written submissions will be available for inspection and copying in the Public Reference Room, 1100 "L" Street NW., Washington, D.C. Copies of such filing will also be available for inspection and copying at the principal office of the above-mentioned self-regulatory organization. All submissions should refer to the file number referenced in the caption above and should be submitted on or before October 12, 1977.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

SEPTEMBER 15, 1977.

[FR Doc.77-27444 Filed 9-20-77;8:45 am]

PHILADELPHIA STOCK EXCHANGE, INC.

Application for Unlisted Trading Privileges and of Opportunity for Hearing

SEPTEMBER 12, 1977.

The above named national securities exchange has filed an application with the Securities and Exchange Commission pursuant to Section 12(f)(1)(B) of the Securities Exchange Act of 1934 and Rule 12f-1 thereunder, for unlisted trading privileges in the securities of the companies as set forth below, which securities are listed and registered on one or more other national securities exchanges:

Bell Canada, File No. 7-4984; Common Stock—$25.00 Par Value.

Marathon Manufacturing Company, File No. 7-4985; Common Stock—$1.00 Par Value.

Northern Telecom Limited, File No. 7-4986; Common Stock—$100.00 Par Value.

Upon receipt of a request, on or before September 28, 1977, from any interested person, the Commission will determine whether the application with respect to the company named shall be set down for hearing. Any such request should state briefly the title of the security in which he is interested, the nature of the interest of the person making the request, and the position he proposes to take at the hearing, if ordered. In addition, any interested person may submit his views or any additional facts bearing on the said application by means of a letter addressed to the Secretary, Securities and Exchange Commission, Washington, D.C. 20549 not later than the date specified. If no one requests a hearing with respect to the particular application, such application will be determined by order of the Commission on the basis of the facts stated therein and other information contained in the official files of the Commission pertaining thereto.

For the Commission, by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27434 Filed 9-20-77;8:45 am]

[Rel. No. 13958 (SR-PHLX-77-7)]

PHILADELPHIA STOCK EXCHANGE, INC.

Order Approving Proposed Rule Change

SEPTEMBER 14, 1977.

On July 8, 1977, the Philadelphia Stock Exchange, Inc., 17th Street and Stock Exchange Place, Philadelphia, Pennsylvania 19103, filed with the Commission, pursuant to Section 19(b) of the Securities Exchange Act of 1934 (the "Act"), as amended by the Securities Acts Amendments of 1975, and Rule 19b-4 thereunder, copies of a proposed rule change. The rule change would require that options be restricted on that exchange only when such options are required to be restricted on all exchanges which list such options.

Notice of the proposed rule change together with the terms of substance of the proposed rule change was given by publication of a Commission Release (Securities Exchange Act Release No. 13775 (July 18, 1977)) and by publication in the FEDERAL REGISTER (42 FR 38035 (July 26, 1977)).

The Commission finds that the proposed rule change is consistent with the requirements of the Act and the rules and regulations thereunder applicable to registered national securities exchanges, and in particular, the requirements of Section 6 and the rules and regulations thereunder.

It is therefore ordered, pursuant to Section 19(b)(2) of the Act, that the proposed rule change filed with the Commission on July 8, 1977, be, and it hereby is, approved.

For the Commission by the Division of Market Regulation, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27425 Filed 9-20-77;8:45 am]

[File No. 500-1]

PITTSBURGH YOUNGSTOWN & ASHTABULA RAILWAY CO.

Notice of Suspension of Trading

SEPTEMBER 14, 1977.

It appearing to the Securities and Exchange Commission that the summary suspension of trading in the securities of Pittsburgh Youngstown & Ashtabula Railway Company being traded on a national securities exchange or otherwise is required in the public interest and for the protection of investors;

Therefore, pursuant to Section 12(k) of the Securities Exchange Act of 1934 trading in such securities on a national securities exchange or otherwise is suspended, for the period from 2:10 p.m. (EDT) on September 14, 1977 through September 18, 1977.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27435 Filed 9-20-77;8:45 am]

[Rel. No. 9933 (811-1303)]

SCYTHIAN FUND, INC.

Filing of Application for Order That Company Has Ceased To Be an Investment Company Pursuant to Section 8(f) of the Investment Company Act of 1940

SEPTEMBER 15, 1977.

Notice is hereby given that Scythian Fund, Inc. ("Fund"), 213 Lackawanna Avenue, Olyphant, Pa. 18447, registered under the Investment Company Act of 1940 ("Act") as a diversified, open-end management investment company, has filed an application on September 1, 1977, pursuant to Section 8(f) of the Act, for an order of the Commission declaring that the Fund has ceased to be an investment company as defined in the Act. All interested persons are referred to the application on file with the Commission for a statement of the representations contained therein, which are summarized below.

The Fund was incorporated in the State of Delaware on February 6, 1965, and it registered under the Act on March 8, 1965. The Fund filed a registration statement on Form S-5 under the Securities Act of 1933 covering shares of common stock on August 9, 1965. This registration statement (File No. 2-23913) was declared effective on October 3, 1966. The Fund made a public offering of shares of its common stock pursuant to the above registration statement from October 10, 1966, until December 31, 1972. Certain post-effective amendments to the above registration statement filed on August 12, 1971, February 1, 1972, and January 22, 1973, were ordered withdrawn by the Commission on June 7, 1974. The Fund has not publicly offered its shares of common stock for sale since December 31, 1972. Due to the declining size of the Fund the board of directors of the Fund on May 11, 1973, decided that it would be in the best interests of shareholders of the Fund to take action to liquidate the Fund as expeditiously as possible. Accordingly, the Fund's Board of Directors recommended to shareholders that the Fund be liquidated and dissolved. At a special meeting of shareholders held on May 11, 1973, the Fund's shareholders approved liquidation of the Fund. Distribution of the Fund's assets was completed as of March 30, 1974, and all of the assets of the Fund except $194.98 (which represented the net asset value of some 193 Fund shares held by persons who could not be located despite efforts by the Fund's officers, agents and employees) placed in an interest-bearing escrow account were distributed to shareholders of the Fund on a pro-rata basis. This escrow account continues to hold the above proceeds, which reflect share accounts of less than fifteen individuals.

All the funds retained in the above escrow account shall escheat to the Commonwealth of Pennsylvania twenty-one (21) years after the date of deposit if said funds are not claimed by their respective rightful owners within that period of time.

The application states that the Fund has not filed any reports nor has it paid any taxes to the State of Delaware since December 31, 1972, and as a result officials of the State of Delaware informed the Fund that its corporate existence had terminated on March 1, 1975. The application further states that the Fund has no known existing liabilities.

Section 8(f) of the Act provides, in pertinent part, that whenever the Commission on its own motion or upon application finds that a registered investment company has ceased to be an investment company, it shall declare by order, which may be made upon appropriate conditions if necessary for the protection of investors, and upon the taking effect of such order, the registration of such company shall cease to be in effect.

Notice is further given that any interested person may, not later than October 11, 1977, at 5:30 p.m., submit to the Commission in writing a request for a hearing on the matter accompanied by a statement as to the nature of his interest, the reason for such request, and the issues, if any, of fact or law proposed to be controverted, or he may request that he be notified if the Commission shall order a hearing thereon. Any such communication should be addressed: Secretary, Securities and Exchange Commission, Washington, D.C. 20549. A copy of such request shall be served personally or by mail upon the Applicant at the address stated above. Proof of such service (by affidavit, or in case of an attorney-at-law, by certificate) shall be filed contemporaneously with the request. As provided by Rule 0-5 of the Rules and Regulations promulgated under the Act, an order disposing of the application will be issued as of course following said date unless the Commission thereafter orders a hearing upon request or upon the Commission's own motion. Persons who request a hearing, or advice as to whether a hearing is ordered, will receive any notices and orders issued in this matter, including the date of the hearing (if ordered) and any postponements thereof.

For the Commission, by the Division of Investment Management, pursuant to delegated authority.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27436 Filed 9-20-77;8:45 am]

[Rel. No. 9927; File No. 3-5281 (812-4094)]

VANGUARD GROUP INC. ET AL.

Notice of an Order for Hearing and Order of Temporary Exemption on Application

SEPTEMBER 13, 1977.

In the matter of the Vanguard Group, Inc., Wellington Fund, Inc., Windsor Fund, Inc., Ivest Fund, Inc., Wellesley Income Fund, Inc., W. L. Morgan Growth Fund, Inc., Exeter Fund, Inc., Gemini Fund, Inc., Westminster Bond Fund, Inc., Trustees' Equity Fund, Inc., Explorer Fund, Inc., Whitehall Money Market Trust, Qualified Dividend Portfolio, Inc., Qualified Dividend Portfolio II, Inc., and First Index Investment Trust, P.O. Box 1100, Valley Forge, Pa. 10482.

On July 15, 1977, the Commission issued a notice (Investment Company Act Release No. 9850) of an application filed by Wellington Fund, Inc., Windsor Fund, Inc., Ivest Fund, Inc., Wellesley Income Fund, Inc., W. L. Morgan Growth Fund, Inc., Exeter Fund, Inc., Gemini Fund, Inc., Westminster Bond Fund, Inc., Trustees' Equity Fund, Inc., Explorer Fund, Inc., Whitehall Money Market Trust, Qualified Dividend Portfolio, Inc., Qualified Dividend Portfolio II, Inc., and First Index Investment Trust (collectively "Vanguard Funds") diversified management investment companies registered under the Investment Company Act of 1940 ("Act"), and The Vanguard Group, Inc. ("Vanguard"), a corporation which performs management and administrative functions for the Vanguard Funds (collectively, "Applicants") for orders of the Commission allowing Applicants to internalize the distribution function of the Vanguard Funds by use of a wholly-owned subsidiary of the Vanguard Funds.

Specifically, Applicants requested orders: pursuant to Rule 17d-1 under the Act, to permit them to effect certain proposed joint transactions relating to the establishment of a jointly owned distributor, Vanguard Marketing Corporation ("Marketing"), and the sharing of its costs; pursuant to Section 17(b) of

the Act to exempt from the provisions of Section 17(a) the issuance by Vanguard, and the purchase by the Vanguard Funds, of Vanguard securities, and the periodic purchase and sale of Vanguard securities among the Vanguard Funds; and pursuant to Section 6(c) of the Act, to exempt Applicants, to the extent necessary, from the provisions of Sections 2(a)(19), 2(a)(35) and 22(c) of the Act and Rules 2a-4 and 22c-1 thereunder. The notice, which is incorporated herein by reference, gave any interested person until August 9, 1977, to file a request in writing for a hearing on the matter accompanied by a statement as to the nature of his interest, the reason for such request, and the issues of fact or law proposed to be controverted.

On August 10, 1977, a request for a hearing dated August 8, 1977, was filed with the Commission by Joseph Silberman, who supplemented that request with a letter dated August 18, 1977. Mr. Silberman states that he is a shareholder of Wellington Fund, Inc., and he questions the fairness to existing shareholders of Wellington Fund, Inc., and to shareholders of the other Vanguard Funds, of the proposed internalization of the distribution of shares of the Vanguard Funds. Mr. Silberman asserts that granting the requested approvals and exemptions may not benefit any existing shareholder of the Vanguard Funds.

Subsequent to Mr. Silberman's request, the Commission has received letters from several other shareholders of Wellington Fund, Inc., urging the Commission to hold a hearing on the application.

It appears to the Commission that it is appropriate in the public interest and in the interest of investors that a hearing be held with respect to said application. Accordingly,

It is ordered, pursuant to Section 40 (a) of the Act, that a hearing on the aforesaid application under the applicable provisions of the Act and the Rules of the Commission thereunder be held on October 17, 1977, at 10:00 a.m., in Room 858 at the offices of the Securities and Exchange Commission, 500 North Capitol Street NW., Washington, D.C. 20549.

Any person other than the Applicants desiring to be heard or otherwise wishing to participate in this proceeding is requested to file with the Secretary of the Commission, on or before October 6, 1977, his application pursuant to Rule 9(c) of the Commission's rules of practice setting forth the nature and extent of his interest in the proceeding and any issues of law or fact which he desires to controvert or any additional issues which he deems raised by this Notice and Order or by such application. A copy of such request shall be served personally or by mail upon Applicants at the address noted above, and proof of such service (by affidavit or, in case of an attorney-at-law, by certificate) shall be filed contemporaneously with the request. Persons who file an application to participate or to be heard will receive notice of any adjournment of the hearing as well as other actions of the Commission involving the subject matter of this proceeding.

It is further ordered that any officer or officers of the Commission designated by it for that purpose shall preside at said hearing. The officer so designated is hereby authorized to exercise all the powers granted to the Commission under Sections 41 and 42(b) of the Act and to an Administrative Law Judge under the Commission's Rules of Practice.

The Division of Investment Management has advised the Commission that it has made an examination of the application, the requests for hearing, and the comments on the application and that, upon the basis thereof, the following matters and questions are presented for consideration without prejudice to its specifying additional matters and questions upon further examination:

(1) whether the proposed internalization of the distribution function of the Vanguard Funds is necessary or appropriate in the public interest and consistent with the protection of investors and the purposes fairly intended by the policy and provisions of the Act;

(2) whether the participation of each of the Vanguard Funds in the proposed internalization of the distribution of their shares through the use of Marketing is consistent with the provisions, policies and purposes of the Act and whether such participation is on a basis different from or less advantageous than that of other participants;

(3) whether it is appropriate for expenses that may be incurred by Marketing in forming one or more new investment companies to be paid out of assets of any or all of the Vanguard Funds;

(4) Whether it is appropriate for expenses incurred in distributing the shares of one fund in the Vanguard complex to be paid out of assets of any or all of the funds in the Vanguard complex;

(5) Whether it is appropriate for the Vanguard Funds to internalize their distribution services without internalizing their investment advisory services;

(6) Whether it is appropriate for the Vanguard Funds to characterize themselves as "no-load," and whether any final order of the Commission granting the requested exemptions should include conditions prohibiting such characterization or subjecting the Vanguard Funds to other disclosure requirements if such a phrase is used.

It is further ordered, That at the aforesaid hearing attention should be given to the foregoing matters.

It is further ordered, That the Secretary of the Commission shall give notice of the aforesaid hearing by mailing a copy of this Notice and Order by certified mail to the Applicants and to Joseph Silberman, William F. Dyke, Yetta Emanuel, Mrs. H. Greenberg, M. Ray Levinson, Morris S. Miller, Robert Schibinger, Vera Schibinger, and Helmuth C. J. Werner; that notice to all other persons be given by publication of this Notice and Order in the FEDERAL REGISTER; that a copy of this Notice and Order shall be published in the "SEC Docket;" and that an announcement of the aforesaid hearing shall be included in the "SEC News Digest."

The Commission, having considered this matter, deems it appropriate, in view of the cost savings that Applicants have represented will inure to the benefit of the Vanguard Funds during the first year of operation of the Vanguard distribution proposal, to grant Applicants an interim and temporary order of exemption on the basis of the information contained in the application. Accordingly,

It is further ordered, pursuant to Rule 17d-1, that the application to permit Applicants to consummate the proposed transactions whereby Vanguard will undertake the distribution of shares of the Vanguard Funds be, and hereby is, granted until the final determination of this application and any review thereof; provided that the Vanguard Funds' annual marketing and promotional expenses will not exceed .10 percent of their average month-end assets over a calendar year, and provided that if the Commission adopts a rule which would permit greater expenditures, the Vanguard Funds may conform their expenditures to the provisions of such rule. Such temporary order shall be subject to and preempted prospectively by any Commission decision on the general subject of mutual fund distribution in the form of a rule, interpretive release, announcement or similar action of general applicability to registered investment companies which by its terms would preclude the operation of any or all aspects of this proposal. Notwithstanding this temporary order, Applicants agree to conform their distribution operations to the limitations contained in any such Commission decision; provided, however, that if such Commission decision is other than by means of a rule, and there has been no opportunity for public comment prior to such Commission decision, Applicants shall have 90 days to conform their distribution operations.

It is further ordered, pursuant to section 17(b) of the Act, that the proposed issuance by Vanguard, and the periodic purchase and sale among the Vanguard Funds, of Vanguard securities be, and hereby is, exempted from the provisions of section 17(a) of the Act until the final determination of this application and any review thereof.

It is further ordered, pursuant to section 6(c) of the Act, that the application to exempt the directors of the Vanguard Funds from the definition of interested person contained in section 2(a)(19) of the Act to the extent that such directors would be deemed to be interested persons of any of the Vanguard Funds or of Marketing solely by reason of the implementation of the proposed distribution arrangements be, and hereby is, granted until the final determination of this application and any review thereof.

It is further ordered, pursuant to section 6(c) of the Act, that the application

to exempt, to the extent necessary, the proposed distribution arrangements from sections 2(a)(35) and 22(c) of the Act and from rules 2a-4 and 22c-1 thereunder be, and hereby is, granted until the final determination of this application and any review thereof. Such temporary order shall be subject to and preempted prospectively by any Commission decision on the general subject of mutual fund distribution in the form of a rule, interpretive release, announcement or similar action of general applicability to registered investment companies which by its terms would preclude the operation of any or all aspects of this proposal. Notwithstanding this temporary order, Applicants agree to conform their distribution operations to the limitations contained in any such Commission decision; provided, however, that if such Commission decision is other than by means of a rule, and there has been no opportunity for public comment prior to such Commission decision, Applicants shall have 90 days to conform their distribution operations.

The foregoing orders of temporary exemption are also granted subject to the following conditions:

(1) Upon implementation of Applicants' proposal to internalize distribution costs, none of the Vanguard Funds shall refer to itself as "no-load" until such time as the Commission issues a rule, interpretive release, or announcement, or takes similar action of general applicability to registered investment companies defining on what basis mutual funds bearing distribution expenses out of fund assets may refer to themselves as "no-load"; and

(2) Vanguard and/or Marketing shall file annual reports, within 30 days after the close of each year, to the Commission commencing 12 months after the date the proposed distribution arrangements become effective. Such reports shall contain financial information setting forth the distribution expenses of a marketing and promotional nature incurred by the Vanguard Funds and Marketing during the year and their projected expenditures for the following year; such expenses and expenditures shall also be expressed as a percentage of the average month-end net assets of the Continuously Offered Funds over the past year and the estimated net assets of those Continuously Offered Funds for the following year respectively. With respect to annual reports to be filed after the report covering the first 12 months of actual operations, Vanguard may, with the written consent of the Director of the Division of Investment Management, file such reports on a calendar year basis. Vanguard's obligation to file reports pursuant to this condition shall terminate if and to the extent the Commission adopts a rule (or rules) or an interpretive release of general applicability to registered investment companies which by its terms would permit Vanguard Funds to engage in the financing of the distribution activities without a requirement for periodic reporting to the Commission.

By the Commission.

GEORGE A. FITZSIMMONS,
Secretary.

[FR Doc.77-27438 Filed 9-20-77;8:45 am]

SMALL BUSINESS ADMINISTRATION

[License No. 02/02-0329]

FIRST GENERAL CAPITAL CORP.

Issuance of a License To Operate as a Small Business Investment Company

On April 20, 1977, a Notice was published in the FEDERAL REGISTER (42 FR 20524), stating that First General Capital Corporation, 505 Park Avenue, New York, N.Y. 10022, had filed an application with the Small Business Administration (SBA) pursuant to § 107.102 of the SBA Rules and Regulations governing small business investment companies (13 CFR 107.102 (1977)), for a license to operate as a small business investment company (SBIC).

Interested parties were given to the close of business, May 5, 1977, to submit their written comments. No comments were received.

Notice is hereby given that, having considered the application and all other pertinent information, SBA, on August 31, 1977, issued License No. 02/02-0329 to First General Capital Corporation, pursuant to section 107.301(c) of the Small Business Investment Act of 1958, as amended.

(Catalog of Federal Domestic Assistance Program No. 59.011, Small Business Investment Companies.)

Dated: September 12, 1977.

PETER F. MCNEISH,
Deputy Associate Administrator for Investment.

[FR Doc.77-27423 Filed 9-20-77;8:45 am]

DEPARTMENT OF STATE

Agency for International Development

JOINT COMMITTEE ON AGRICULTURAL DEVELOPMENT OF THE BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT

Meeting

Pursuant to Executive Order 11769 and the provisions of section 10(a), (2), Pub. L. 92-463, Federal Advisory Committee Act, notice is hereby given of the third meeting of the Joint Committee on Agricultural Development of the Board for International Food and Agricultural Development on October 11 and 12, 1977.

The purpose of this meeting is to meet with the Board for International Food and Agricultural Development to review the activities of the Joint Committee on Agricultural Development; to review the guidelines for Committee operations; to review a questionnaire to be sent to the university community for expanding the information on university interests and capabilities for participating in the Title XII program; to discuss the status of Title XII pilot projects; to review the status of development assistance programs in various A.I.D. countries; and related matters.

The meeting on October 11, 1977, with the Board will begin at 1 p.m., will adjourn at 4:30 p.m., and will be held in Room 1107, State Department Building, 21st and C Streets NW., Washington, D.C. The meeting on October 12 will begin at 9 a.m., will adjourn at 5 p.m., and will be held at the Ramada Inn, Rosslyn, 1900 Fort Myer Drive, Arlington, Va. The meeting room designation will be posted in the lobby of the Ramada Inn on the day of the meeting. The meeting is open to the public. Any interested person may attend, may file written statements with the Commitee before or after the meeting, or may present oral statements in accordance with procedures established by the Committee, and to the extent the time available for the meeting permits.

Dr. Fletcher Riggs, Deputy to the Associate Assistant Administrator, Technical Assistance Bureau, is designated as A.I.D. Advisory Committee Representative at the meeting. It is suggested that those desiring further information write to him in care of the Agency for International Development, State Department, Washington, D.C. 20523, or telephone him at 703-235-9001.

Dated: September 13, 1977.

FLETCHER RIGGS,
A.I.D. Advisory Committee, Representative.

[FR Doc.77-27380 Filed 9-20-77;8:45 am]

JOINT RESEARCH COMMITTEE OF THE BOARD FOR INTERNATIONAL FOOD AND AGRICULTURAL DEVELOPMENT

Meeting

Pursuant to Executive Order 11769 and the provisions of section 10(a), (2), Pub. L. 92-463, Federal Advisory Committee Act, notice is hereby given of the fourth meeting of the Joint Research Committee of the Board for International Food and Agricultural Development on October 11 and 12, 1977.

The purpose of this meeting is to meet with the Board for International Food and Agricultural Development to review progress being made on three pilot collaborative research projects and additional selected priority areas for collaborative research; to identify additional research priorities; and to consider additional collaborative research planning contracts.

The meeting on October 11, 1977, with the Board will begin at 1 p.m., adjourn at 4:30 p.m., and will be held in Room 1107, State Department Building, 21st and C Streets N.W., Washington, D.C. The meeting on October 12, 1977, will begin at 9 a.m., will adjourn at 5 p.m., and will be held at the Ramada Inn, Rosslyn, 1900 Fort Myer Drive, Arling-

ton, Va. The meeting room designation will be posted in the lobby of the Ramada Inn on the date of the meeting. The meeting is open to the public. Any interested person may attend, may file written statements with the Committee before or after the meeting, or may present oral statements in accordance with procedures established by the Committee, and to the extent the time available for the meeting permits.

Dr. Erven J. Long, Associate Assistant Administrator, TAB, is designated as A.I.D. Advisory Committee Representative at the meeting. It is suggested that those desiring further information write to him in care of the Agency for International Development, State Department, Washington, D.C. 20523, or telephone him at 703–235–9001.

Dated: September 13, 1977.

ERVEN J. LONG,
A.I.D. Advisory Committee Representative.

[FR Doc.77-27379 Filed 9-20-77;8:45 am]

Office of the Secretary

[CM-7/108]

STUDY GROUP 1 OF THE U.S. NATIONAL COMMITTEE OF THE INTERNATIONAL TELEGRAPH AND TELEPHONE CONSULTATIVE COMMITTEE (CCITT)

Meeting

The Department of State announces that Study Group 1 of the U.S. CCITT National Committee will meet on October 6, 1977 at 10:00 a.m. in Room 511 of the Federal Communications Commission, 1919 M Street, N.W., Washington, D.C. This Study Group deals with U.S. Government regulatory aspects of international telegraph and telephone operations and tariffs.

The Study Group will discuss the organization of its work relating to the general tariff principles in international telecommunications relations and consider the development of U.S. positions to be taken at international CCITT meetings of Study Groups I and III, their respective working parties and the joint working party for satellite maritime mobile services, as now scheduled to be held in Geneva, Switzerland during 1978.

Members of the general public may attend the meeting and join in the discussion subject to instructions of the Chairman. Admittance of public members will be limited to the seating available.

Dated: September 15, 1977.

ARTHUR L. FREEMAN,
Chairman,
U.S. CCITT National Committee.

[FR Doc.77-27376 Filed 9-20-77;8:45 am]

DEPARTMENT OF THE TREASURY

Fiscal Service

[Dept. Circ. 570, 1977 Rev., Supp. No. 2]

MINNESOTA TRUST CO. OF AMERICA

Surety Company Acceptable on Federal Bonds

A certificate of authority as an acceptable surety on Federal bonds is hereby issued by the Secretary of the Treasury to the following company under sections 6 to 13 of Title 6 of the United States Code. An underwriting limitation of $54,000 has been established for the company.

NAME OF COMPANY, BUSINESS ADDRESS, AND STATE IN WHICH INCORPORATED

Minnesota Trust Co. of Austin, 209 3d Avenue NW., Austin, Minn. 55912.

Certificates of authority expire on June 30 each year, unless sooner revoked, and new certificates are issued on July 1 so long as the companies remain qualified (31 CFR Part 223). A list of qualified companies is published annually as of July 1 in Department Circular 570, with details as to underwriting limitations, areas in which licensed to transact surety business and other information. Copies of the circular, when issued, may be obtained from the Audit Staff, Bureau of Government Financial Operations, Department of the Treasury, Washington, D.C. 20226.

Dated: September 13, 1977.

D. A. PAGLIAI,
Commissioner, Bureau of Government Financial Operations.

[FR Doc.77-27422 Filed 9-20-77;8:45 am]

Office of the Secretary

PARTICIPATION IN OR COOPERATION WITH AN INTERNATIONAL BOYCOTT

Announcement of Public Hearing and Revised Effective Dates of Certain Boycott Guidelines

On September 19, 1977 the Secretary of the Treasury announced that a public hearing will be held on October 25, 1977 to receive oral comments on the boycott guidelines published in the FEDERAL REGISTER on August 17, 1977. (42 FR 41504). Those guidelines relate to the provisions of the Tax Reform Act of 1976 which deny certain tax benefits for participation in or cooperation with international boycotts.

The hearing will be held at 10 a.m., in the Cash Room of the Main Treasury Building, 15th and Pennsylvania Avenue, NW., Washington, D.C. Persons wishing to present oral comments at the hearing must give written notice to the Assistant Secretary for Tax Policy by October 19, 1977. The notice must (1) state the name, address, and telephone number of the person who will make the oral presentation; (2) outline the points to be covered in the oral presentation; and (3) make any suggestions or raise any questions about the procedures to be followed at the hearing. All such written notices will be made available for public inspection and copying.

Although it is hoped that each speaker can be permitted 10 minutes, exclusive of time consumed by questions from a Treasury panel, it may be necessary to limit further the length of oral presentations. Persons expecting to present similar views are encouraged to consolidate their presentations.

An agenda will be prepared setting forth the order of presentation of oral comments and the time allotted to each speaker. Copies of the agenda will be made available the day before the hearing and at the hearing itself.

Persons desiring further information should contact H. David Rosenbloom at 202–566–5992, or at U.S. Treasury Department, Office of International Tax Counsel, Washington, D.C. 20220.

The Secretary of the Treasury also announced that answers H–8 and H–29 of the boycott guidelines published in the FEDERAL REGISTER on August 17, 1977 will be effective only for operations, requests, and agreements after November 15, 1977. Answers H–8 and H–29 relate to letters of credit.

In the case of operations carried out in accordance with the terms of a binding contract entered into before November 16, 1977, Answers H–8 and H–29 will not be effective until after June 30, 1978.

The effective dates for other boycott guidelines remain unchanged.

Dated: September 19, 1977.

LAURENCE N. WOODWORTH,
Assistant Secretary for Tax Policy.

[FR Doc.77-27644 Filed 9-19-77;2:20 pm]

U.S. INFORMATION AGENCY, U.S. ADVISORY COMMISSION ON INFORMATION

Meeting

TIME AND DATE: 9:15 a.m., October 3, 1977

PLACE: Room 600, 1750 Pa. Ave. NW., Washington, D.C.

STATUS: Open.

MATTERS TO BE CONSIDERED:

1. Management Reactions to the Commission's 28th Report to Congress.
2. Current USIA Reorganization Plans.

CONTACT PERSON FOR MORE INFORMATION:

Louis T. Olom, Staff Director, 202–724–9243.

MARY JANE WINNETT,
Federal Register Liaison Officer.

SEPTEMBER 16, 1977.

[FR Doc.77-27420 Filed 9-20-77;8:45 am]

VETERANS ADMINISTRATION

CENTRAL OFFICE EDUCATION AND TRAINING REVIEW PANEL

Meeting

The Veterans Administration gives notice pursuant to Pub. L. 92–463 that a meeting of the Central Office Education and Training Review Panel, authorized by section 1790(b), Title 38, U.S. Code, will be held in Room A35, Veterans Administration Central Office, 810 Vermont Avenue, NW., Washington, D.C. on November 7, 1977 at 10 a.m. The meeting will be held for the purpose of reviewing the July 25, 1977 decision of the Director, Veterans Administration Regional Office, Los Angeles, Calif., to continue the suspension of enrollments of all eligible persons in the National Training College, 4300 Campus Drive, Newport Beach, Calif. 92660.

The meeting will be open to the public up to the seating capacity of the conference room. Because of the limited seating capacity, it will be necessary for those wishing to attend to contact Mr. Bernard D. Duber, Chief Field Operations, Education and Rehabilitation Service, Veterans Administration Central Office (phone 202–389–2850) prior to October 21, 1977.

Dated: September 15, 1977.

MAX CLELAND,
Administrator.

[FR Doc.77-27393 Filed 9-20-77;8:45 am]

COOPERATIVE STUDIES EVALUATION COMMITTEE

Notice of Meeting; Amendment

The following is an amendment to the Notice of Meeting for the Cooperative Studies Evaluation Committee which was published in the FEDERAL REGISTER of August 23, 1977 (42 FR 42424).

The last sentence should read: "During this portion of the meeting, discussion and decisions will deal with qualifications of personnel conducting the studies and medical records of patients who are study subjects, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy."

Dated: September 15, 1977.

MAX CLELAND,
Administrator.

[FR Doc.77-27409 Filed 9-20-77;8:45 am]

INTERSTATE COMMERCE COMMISSION

[Notice No. 120TA]

MOTOR CARRIER TEMPORARY AUTHORITY APPLICATIONS

SEPTEMBER 15, 1977.

The following are notices of filing of applications for temporary authority under Section 210a(a) of the Interstate Commerce Act provided for under the provisions of 49 CFR 1131.3. These rules provide that an original and six (6) copies of protests to an application may be filed with the field official named in the FEDERAL REGISTER publication no later than the 15th calendar day after the date the notice of the filing of the application is published in the FEDERAL REGISTER. One copy of the protest must be served on the applicant, or its authorized representative, if any, and the protestant must certify that such service has been made. The protest must identify the operating authority upon which it is predicated, specifying the "MC" docket and "Sub" number and quoting the particular portion of authority upon which it relies. Also, the protestant shall specify the service it can and will provide and the amount and type of equipment it will make available for use in connection with the service contemplated by the TA application. The weight accorded a protest shall be governed by the completeness and pertinence of the protestant's information.

Except as otherwise specifically noted, each applicant states that there will be no significant effect on the quality of the human environment resulting from approval of its application.

A copy of the application is on file, and can be examined at the Office of the Secretary, Interstate Commerce Commission, Washington, D.C., and also in the ICC Field Office to which protests are to be transmitted.

MOTOR CARRIERS OF PROPERTY

No. MC 51146 (Sub-No. 522TA), filed August 29, 1977. Applicant: SCHNEIDER TRANSPORT, INC., P.O. Box 2298, Green Bay, Wis. 54306. Applicant's representative: Neil A. DuJardin (same as above). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Such commodities* as are manufactured, distributed, or used by manufacturers or distributors of plastic, wooden, and health care products between the facilities of Bemis Manufacturing Company at Sheboygan Falls, Wis. on the one hand and, on the other, points in the United States (except Alaska and Hawaii), for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Bemis Manufacturing Company, 300 Mill Street, Sheboygan Falls, Wis. 53085 (Fritz H. Hebeker). Send protests to: Gail Daugherty, Transportation Asst., Interstate Commerce Commission, Bureau of Operation, U.S. Federal Building & Courthouse, 517 East Wisconsin Avenue, Room 619, Milwaukee, Wis. 53202.

No. MC 59150 (Sub-No. 104TA), filed August 29, 1977. Applicant: PLOOF TRUCK LINES, INC., 1414 Lindrose Street, P.O. Box 3277, Jacksonville, Fla. 32206. Applicant's representative: Martin Sack, Jr., 1754 Gulf Life Tower, Jacksonville, Fla. 32207. Authority sought to operate as a *common carrier* by motor vehicle, over irregular routes, transporting: *Composition board, plywood, and plywood wall paneling*, from the plantsite and storage facilities of Plywood Panels, Inc., at or near Norfolk, Va., to points in Alabama, Georgia, Florida, North Carolina, South Carolina, and Tennessee, for 180 days. Supporting shipper: Plywood Panels, Inc., P.O. Box 12678, Norfolk, Va. 23502. Send protests to: District Supervisor G. H. Fauss, Jr., Bureau of Operations, ICC, Box 35008, 400 West Bay Street, Jacksonville, Fla. 32202.

No. MC 59640 (Sub-No. 57TA), filed August 23, 1977. Applicant: PAULS TRUCKING CORPORATION, Three Commerce Drive, Cranford, N.J. 07106. Applicant's representative: Charles J. Williams, 1815 Front Street, Scotch Plains, N.J. 07076. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Toys, sporting goods, hobby articles, and commodities* sold in retail and wholesale toy stores, (1) from points in Connecticut, Maine, Maryland, Massachusetts, New Hampshire, New York, Pennsylvania, and Rhode Island to Secaucus, N.J.; and (2) from points in Connecticut, Maine, Massachusetts, New Hampshire, New York, New Jersey, Pennsylvania, and Rhode Island to Beltsville, Md., under a continuing contract or contracts with Lashtamaron Distributors Division of TOYS-R-US, Inc., for 180 days. Supporting shipper(s): Lash-Tamaron Distributors, 299 Market Street, Saddlebrook, N.J. 07662. Send protests to: Robert E. Johnston, District Supervisor, Interstate Commerce Commission, 9 Clinton Street, Newark, N.J. 07102.

No. MC 102616 (Sub-No. 936TA), filed August 26, 1977. Applicant: COASTAL TANK LINES, INC., 250 North Cleveland-Massillon Road, Akron, Ohio 44313. Applicant's representative: Dwight L. Koerber, Jr., Suite 805, 666 Eleventh Street NW., Washington, D.C. 20001. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Bisphenol*, in

bulk, in tank or hopper type vehicles, from the facilities of United States Steel Corporation, at or near Haverhill (Scioto County), Ohio, to all points in the United States (except Alaska and Hawaii); and (2) *returned or rejected shipments* from points in (1) above to the facilities of United States Steel Corporation, at or near Haverhill (Scioto County), Ohio, for 180 days. Supporting shipper: United States Steel Corporation, 600 Grant Street, Pittsburgh, Pa., 15230. Send protests to: James Johnson, District Supervisor, Interstate Commerce Commission, 731 Federal Office Bldg., 1240 East Ninth Street, Cleveland, Ohio 44199.

No. MC 108375 (Sub-No. 37TA), filed August 26, 1977. Applicant: LEROY L. WADE & SON, INC., P.O. Box 27053, 10550 "I" Street, Omaha, Neb. 68127. Applicant's representative: Arnold L. Burke, 180 North LaSalle Street, Chicago, Ill. 60601. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Steel sheets, coils, channels, iron or steel*, from Nebraska City, Neb. to Deshler, Neb. restricted to traffic having an immediately prior movement by water, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Edward Nickel, Traffic Manager, Nissho Iwai American Corporation, 1 North LaSalle Street, Chicago, Ill. 60602. Send protests to: Carroll Russell, District Supervisor, Interstate Commerce Commission, Suite 620, 110 North 14th Street, Omaha, Neb. 68102.

No. MC 109708 (Sub-No. 73TA), filed August 19, 1977. Applicant: INDIAN RIVER TRANSPORT. d.b.a. INDIAN RIVER TRANSPORT, INC., P.O. Box AG, 2580 Executive Rd., Dundee, Fla. 33828. Applicant's representative: Arlyn L. Westergren Suite 530 Univac Bldg. 7100 West Center Rd. Omaha Nebr. 68106. Authority sought to operate as a *common carrier*, by motor vehicle over irregular routes, transporting: (1) *Alcoholic liquors*, in bulk in tank vehicles from ports of entry on the United States-Mexico Boundary Line located in Texas, New Mexico, Arizona and California, to Delavan and Peoria Ill.; Burlingame and San Francisco Calif.; Detroit, Mich.; and Scobeyville, N.J.; (2) *alcoholic liquors*, in bulk in tank vehicles, from ports of entry on the United States-Canada Boundary Line located in New York, Pennsylvania, Washington, and at Detroit and Port Huron Mich., and Toledo, Ohio, to Peoria, Ill.; Detroit, Mich.; and Burlingame and San Francisco, Calif.; (3) *alcohol and alcoholic liquors, neutral spirits and distilled spirits, wines and brandies*, in bulk, in tank vehicles, from points in California, to Delavan and Peoria, Ill.; Scobeyville, N.J.; and Detroit, Mich.; (4) *alcohol and alcoholic liquors*, in bulk, in tank vehicles, from points in New Jersey, New York, Pennsylvania, and Maryland, to Peoria Ill.; Burlingame and San Francisco, Calif.; and Detroit, Mich.; (5) *alcohol and alcoholic liquors*, in bulk, in tank vehicles, between Peoria and Delavan, Ill.; Scobeyville, N.J.; Burlingame and San Francisco, Calif.; and Detroit, Mich.; for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Hiram Walker & Sons, Inc., Foot of Edmund St., Peoria, Ill. 61601. Send protests to: Donna M. Jones, Transportation Assistant, Interstate Commerce Commission, Bureau of Operations, Monterey Building, Suite 101, 8410 N.W. 53 Terrace, Miami, Fla. 33166.

No. MC 121783 (Sub-No. 1TA), filed August 30, 1977. Applicant: WEST-PAK, INC., 229 Castro St., Oakland, Calif. 94607. Applicant's representative: Daniel W. Baker, 100 Pine Street, San Francisco, Calif. 94111. Authority sought to operate as a *common carrier*, by motor vehicle, over regular routes, transporting: *General commodities* (except articles of unusual value, classes A and B explosives, household goods as defined by the Commission, commodities in bulk and those requiring special equipment): (1) Between San Francisco, Calif., and San Jose, Calif., via Interstate Highway 280. (2) Between Richmond, Calif., and Santa Cruz, Calif., via California State Highway 17. (3) Between Richmond, Calif., and Sacramento, Calif., via Interstate Highway 80. (4) Between intersection of Interstate Highway 80 and California State Highway 4 and Stockton, via California State Highway 4. (5) Between Redding, Calif., and intersection of Interestate Highway 5 and State Highway 198, via Interstate Highway 5. (6) Between Chico, Calif., and Tulare, Calif., via California State Highway 99. (7) Between Ukiah, Calif., and San Lucas, Calif., via U.S. Highway 101. (8) Between Santa Cruz, Calif., and Point Gorda, Calif., via California State Highway 1. (9) Between Calistoga, Calif., and Vellejo, Calif., via California State Highway 29. (10) Between the intersection of Interstate Highway 580 and State Highway 17 and Manteca, Calif., via Interstate Highway 580, Interstate Highway 205, Interstate 5 and California State Highway 120. (11) Between San Lucas, Calif., and Exeter, Calif., via California State Highways 65 and 198. (12) Between Fresno, Calif., and Paicines, Calif., via California State Highway 180 and County Road J1. (13) Between Gilroy, Calif., and the intersection of California State Highway 152 and U.S. Highway 99, via California State Highway 152. (14) Between Oakland, Calif., and Concord, Calif., via California State Highway 24, serving all intermediate points on each route listed above, on the one hand, and, on the other. (15) Between Sacramento, Calif., and Elko, Nev., via Interstate Highway 80 and U.S. Highways 40 and 95, serving all intermediate points and Carson City, Nev., as an off-route point, restricted to packages each weighing not more than 100 pounds, and against the transportation of more than 200 pounds in the aggregate, from one consignor at one location to one consignee at one location during a single day, for 180 days. Supporting shipper(s): There are 75 statements of support attached to the application which may be examined at the Interstate Commerce Commission at Washington, D.C., or copies thereof which may be examined at the field office named below. Send protests to: A. J. Rodriguez, 211 Main, Suite 500, San Francisco, Calif. 94105.

No. MC 123329 (Sub-No. 30TA), filed August 26, 1977. Applicant: H. M. TRIMBLE & SONS LTD., P.O. Box 3500, 4056 Ogden Rd. SE., Calgary, Alberta, Canada T2P 2P9. Applicant's representative: Ray F. Koby, 314 Montana Bldg., Great Falls, Mont. 59401. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Liquid oxygen, nitrogen and argon* in cryogenic trailers, between points in Oregon and Washington, on the one hand, and, on the other, ports of entry located on the United States-Canada International Boundary Line at or near Sumas, Blaine, and Oroville, Wash., restricted to shipments destined to or originating at points in British Columbia and Alberta, Canada, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: D. N. Vester, Distribution Mgr., Western Region, Canadian Liquid Air, Ltd., 6017-103A St., Edmonton, Alberta, Canada T6H 2J7. Send protests to: Paul J. Labane, District Supervisor, Interstate Commerce Commission, 2602 First Avenue North, Billings, Mont. 59101.

No. MC 124078 (Sub-No. 744TA), filed August 29, 1977. Applicant: SCHWERMAN TRUCKING COMPANY, 611 South 28 St., Milwaukee, Wis. 53246. Applicant's representative: Mr. Richard H. Prevette (same as above). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Fertilizer and fertilizer materials*, in bulk, from the facilities of CF Industries, Inc., at or near Albany, Ill., to points in Illinois, Iowa, Minnesota, and Wisconsin, for 180 days. Supporting shippers: (1) CF Industries, Inc., Salem Lake Dr., Long Grove, Ill. 60047 (Donald B. Ayers); (2) FS Services, Inc., 1701 Towanda, Bloomington, Ill. 61701 (Robert V. Hulder); (3) Land O'Lake Agricultural Services, 2827 8th Ave., S., Fort Dodge, Iowa 50501 (Sue Johnson); (4) CENEX, P.O. Box 43089, St. Paul, Minn. 55164 (Robt. C. Hughes); and (5) Midland Coop, Inc., 2021 E. Hennepin Ave., Minneapolis, Minn. 55413 (Ray Borgstrom). Send protests to: Gail Daugherty, Transportation Asst., Interstate Commerce Commission, Bureau of Operations, U.S. Federal Building & Courthouse, 517 East Wisconsin Avenue, Room 619, Milwaukee, Wis. 53202.

No. MC 128155 (Sub-No. 6TA), filed August 29, 1977. Applicant: R. C. VAN LINES, INC., 1042 Northside Drive NW., Atlanta, Ga. 30318. Applicant's representative: R. C. Shumpert (same address as applicant). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting:

Household goods as defined by the Commission, restricted to traffic which is transported by means of a government bill of lading only, between points in Arizona, California, Nevada, New Mexico, those points in Utah west of Highway 91, on the one hand, and, on the other, points in Alabama, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusets, Michigan, Minnesota, Oklahoma, Mississippi, Missouri, Nebraska, New Jersey, New York, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Virginia, West Virginia, Wisconsin, Wyoming, and Utah east of Highway 91, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: R. C. Van Lines, Inc., 1042 Northside Drive, NW., Atlanta, Ga. 30318. Send protests to: Sara K. Davis, Transportation Assistant, Bureau of Operations, Interstate Commerce Commission, 1252 W. Peachtree St. NW., Room 300, Atlanta, Ga. 30309.

No. MC 133097 (Sub-No. 20TA), filed August 26, 1977. Applicant: SYSTEM REEFER SERVICE, INC., 4614 Lincoln Avenue, Cypress, Calif. 90630. Applicant's representative: Charles E. Creager, 1329 Pennsylvania Avenue, P.O. Box 1417, Hagerstown, Md. 21740. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Such commodities* as are dealt in by a manufacturer of household and electrical appliances, from North Canton and Canton, Ohio, including their commercial zones, to points in Washington, Oregon, Idaho, Montana, Wyoming, Utah, New Mexico, Arizona, Nevada, California, and Colorado, under a continuing contract or contracts with The Hoover Co., for 180 days. Supporting shipper: The Hoover Co., 101 East Maple, North Canton, Ohio 44721. Send protests to: Irene Carlos, Transportation Assistant, Interstate Commerce Commission, Room 1321 Federal Building, 300 North Los Angeles Street, Los Angeles, Calif. 90012.

No. MC 135917 (Sub-No. 5TA), filed August 24, 1977. Applicant: THE PORTSMOUTH TRUCKING COMPANY, 1200 Stambaugh Bldg., Youngstown, Ohio 44501. Applicant's representative: Michael Spurlock, 275 East State Street, Columbus, Ohio 43215. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Petroleum pitch* (some times known as gilsonsit), from Scioto County, Ohio, to Calhoun County, Mich. Restricted: To a transportation service to be performed under a continuing contract or contracts with The Standard Slag Co. of Youngstown, Ohio, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: The Standard Slag Co., 1200 Stambaugh Bldg., Youngstown, Ohio 44501. Send protests to: James Johnson, District Supervisor, Interstate Commerce Commission, 731 Federal Office Bldg., 1240 East Ninth Street, Cleveland, Ohio 44199.

No. MC 138104 (Sub-No. 46TA), filed August 25, 1977. Applicant: MOORE TRANSPORTATION CO., INC., 3509 N. Grove St., Fort Worth, Tex. 76106. Applicant's representative: Bernard H. English, 6270 Firth Rd., Fort Worth, Tex. 76116. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Buildings, complete, knocked down, or in sections, building sections and building panels, and parts and accessories* used in the installation and completion of these commodities, and (2) *materials, supplies, equipment and accessories* used in the manufacture and installation of the commodities named in (1) above, (1) from the plantsite of Metal Building Systems at or near Evant, Tex., to points in the United States, except Alaska and Hawaii, and (2) from points in the United States, except Alaska and Hawaii, to Evant, Tex., for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Metal Building Systems, 800 West Airport Freeway, Suite 301, Irving, Tex. 75062. Send protests to: Robert J. Kirspel.

No. MC 140123 (Sub-No. 3TA), filed August 25, 1977. Applicant: GRAHAM TRANSFER, INC., Route 2, Main St., Linden, Tenn. 37096. Applicant's representative: Roland M. Lowell, 618 United American Bank Bldg., Nashville, Tenn. 37219. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Railroad ties and railroad crossing blanks*, from all points in Houston, Henry, and Grundy Counties, Tenn., to Columbus, Miss., and its commercial zone; (2) *lumber* from all points in Perry and Houston Counties, Tenn. and Trigg County, Ky., to Caruahersville, Mo., and its commercial zone; (3) *lumber* from Trigg County, Ky. to Nashville, Tenn., and its commercial zone; and (4) *lumber* from all points in Perry and Houston Counties, Tenn., to Bowling Green, Ky., and its commercial zone., for 180 days. Applicant has also filed underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Kerr-McGee Chemical Corp., Forest Products Division, 108 Bryan Ave., Dickson, Tenn. 37055. Send protests to: District Supervisor Joe J. Tate, Bureau of Operations, Interstate Commerce Commission, Suite A-422 U.S. Court House, 801 Broadway, Nashville, Tenn. 37203.

No. MC 140411 (Sub-No. 3TA), filed August 24, 1977. Applicant: IKO FORWARDERS LIMITED, 81 Orenda Road, Brampton, Ontario, Canada L6W 1V7. Applicant's representative: Jeremy Kahn, Suite 733 Investment Bldg., Washington, D.C. 2005. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: (1) *Building materials* (except brick, refractory products, and materials and supplies used in the installation of refractory products), from ports of entry on the United States-Canada Boundary Line in Michigan and New York to points in Maryland, that part of Ohio south of Interstate Highway 70, that part of Pennsylvania south of Interstate Highway 70 between the Pennsylvania-Ohio Boundary line and the junction of Interstate Highways 70 and 76, and those south of Interstate Highway 76 between the junction of Interstate Highways 70 and 76 at New Stanton, Pa., and the Pennsylvania-New Jersey Boundary Line, and those in West Virginia on and north of U.S. Highway 33; (2) *roofing materials*, from ports of entry on the United States-Canada Boundary line located in New York, Vermont, New Hampshire, and Maine to points in Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, Rhode Island, and Vermont; and (3) *slag waste granules*, from Moundsville, W. Va., to ports of entry on the United States-Canada Boundary Line in Michigan and New York; Restrictions: The transportation authorized herein is restricted: (1) to the transportation of shipments in foreign commerce; (2) to the transportation of shipments originating at or destined to the plant sites, warehouses, or distribution facilities of IKO Industries Limited, I. G. Machine & Fibers Limited, and Roofmart (Ontario) limited in the Province of Ontario, Canada; and (3) to the transportation performed under a continuing contract or contracts with IKO Industries Limited, I. G. Machine & Fibers Limited, and Roofmart (Ontario) Limited, Brampton, Ontario, Canada, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shippers: IKO Industries Limited, 71 Orenda Road, Brampton, Ontario, Canada; I. G. Machine & Fibers Limited, 71 Orenda Road, Brampton, Ontario, Canada; Roofmart (Ontario) Limited, 71 Orenda Road, Brampton, Ontario, Canada. Send protests to: Interstate Commerce Commission, Bureau of Operations, 910 Federal Building, 111 West Huron Street, Buffalo, N.Y. 14202.

No. MC 140665 (Sub-No. 13TA), filed August 24, 1977. Applicant: PRIME, INC., Route 1, Box 115-B, Urbana, Mo. 65767. Applicant's representative: Clayton Geer, P.O. Box 786, Ravenna, Ohio 44266. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Paint, waterproofing compounds, roofing cement, coating and caulking compounds, composition roofing*, and *materials and supplies* used in the installation of composition roofing, from Cleveland, Ohio to points in Arizona, California, Colorado, New Mexico, Utah, Nevada, Wyoming, Montana, Idaho, Oregon, and Washington, for 180 days. Supporting shipper: Tremco, 8701 Kinsman Road, Cleveland, Ohio 44104. Send protests to: John V. Barry, District Supervisor, Interstate Commerce Commission, Bureau

of Operations, 600 Federal Building, 911 Walnut Street, Kansas City, Mo. 64106.

No. MC 141921 (Sub-No. 6TA), filed August 24, 1977. Applicant: SAV-ON TRANSPORTATION, INC., 143 Frontage Road, Manchester, N.H. 03103. Applicant's representative: Harry C. Pappas (same address as applicant). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Meats, meat products, meat by-products, and articles distributed by meat packinghouses* as described in Sections A and C of Appendix I to the report in Descriptions in Motor Carrier Certificates, 61 M.C.C. 209 and 766 (except hides, skins, and commodities in bulk) between the plantsite and warehouse facilities of Monfort of Colorado at or near Greeley, Colorado, and points in Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, and Vermont, for 180 days. Supporting shipper: Monfort of Colorado, P.O. Box G, Greeley, Colorado 80631. Send protests to: Ross J. Seymour, District Supervisor, Bureau of Operations, Interstate Commerce Commission, 208 Federal Building, Rm. 425, 55 Pleasant Street, Concord, N.H. 03301.

No. MC 141921 (Sub-No. 7TA), filed August 24, 1977. Applicant: SAV-ON TRANSPORTATION, INC., 143 Frontage Road, Manchester, N.H. 03103. Applicant's representative: Harry C. Pappas (same address as applicant). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Onion rings and bakery products* between the plantsite and warehouse facilities of Boston Bonnie, Inc., Boston, Mass. and points in Alabama, Arkansas, Colorado, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Jersey, New Hampshire, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Virginia, West Virginia, and Wisconsin, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Boston Bonnie, Inc., 1 Trilling Way, Boston, Mass. Send protests to: Ross J. Seymour, District Supervisor Bureau of Operations Interstate Commerce Commission, 208 Federal Building, Rm. 425, 55 Pleasant Street, Concord, N.H. 03301.

No. MC 142207 (Sub-No. 11TA), filed August 26, 1977. Applicant: GULF COAST TRUCK SERVICES, INC., P.O. Box 29486, New Orleans, La. 70189. Applicant's representative: Bruce E. Mitchell, Suite 375, 3379 Peachtree Road NE., Atlanta, Ga. 30326. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Lumber, wood products, plywood, and panels* from New Orleans, La. to points in Alabama, Arkansas, Illinois, Kentucky, Michigan, Mississippi, Missouri, Oklahoma, Tennessee, and Texas, restricted against the transportation of commodities in bulk, in tank vehicles, for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shippers: Biwood International, 1255 Lynnfield Road, Suite 210, Memphis, Tenn. 38117; International Wood Products, Inc., 5885 Parkway, Suite 206, Memphis, Tenn. 38130; Welsh Forest Products, Inc., P.O. Box 17785, Memphis, Tenn. 38117; M. G. Maher & Co., Inc., 442 Canal Street, New Orleans, La. 70130; Philbin, Cazalas & St. John, Inc., 624 Gravier Street, New Orleans, La. 70130; Arthur J. Fritz & Co., 204 Decatur St., New Orleans, La. 70130; Send protests to: Ray C. Armstrong, Jr., District Supervisor, 701 Loyola Ave., 9038 Federal Bldg., New Orleans, La. 70113.

No. MC 142368 (Sub-No. 2TA), filed August 26, 1977. Applicant: DANNY HERMAN TRUCKING, INC., 15252 Valley Boulevard, City of Industry, Calif. 91744. Applicant's representative William J. Monheim, 15942 Whittier Blvd., P.O. Box 1756, Whittier, Calif. 90609. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Cartons*, knocked down flat, other than corrugated, from Compston, Calif. to points in Maricopa, Pinal, and Pima Counties, Ariz., and (2) *empty pallets*, from Maricopa, Pinal, and Pima Counties, Ariz., to Compton, Calif., for 180 days. Supporting shipper: International Paper, Single Service Division, 20321 Susana Road, Compton, Calif. 90221. Send protest to: Irene Carlos, Transportation Assistant, Interstate Commerce Commission, Room 1321 Federal Building, 300 North Los Angeles Street, Los Angeles, Calif. 90012.

No. MC 142541 (Sub-No. 2TA), filed August 26, 1977. Applicant: J & R TRUCKING, INC., 4104, 83rd Street SE., Mercer Island, Wash. 98040. Applicant's representative: Henry C. Winters, 15 South Grady Way, Renton, Wash. 98055. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Alcoholic beverages* (except commodities in bulk, in tank vehicles), from the commercial zones of the cities of Trenton, N.J. Dundalk and Relay, Md., Melvindale, Mich., Chicago and Peoria, Ill., St. Louis, Mo. Louisville, Ky. and Lawrenceburg, Ind., to Seattle and Bellevue, Washington, for 180 days. Supporting shipper: K & L Distributors, Inc., 300, 120th N.E., Bellevue, Wash. 98009. Send protests to: Hugh H. Chaffee, District Supervisor, Bureau of Operations, Interstate Commerce Commission 858 Federal Building, 915 Second Avenue, Seattle, Wash. 98174.

No. MC 143145 (Sub-No. 1TA), filed August 24, 1977. Applicant: SUPER SPEED AIR FREIGHT SERVICE, INC., 3415 "G" Street, Vancouver, Wash. 98663. Applicant's representative: Ron S. Fundingsland, 421 SW. Sixth, Portland, Oreg. 97204. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *General commodities* (except those of unusual value, classes A and B explosives, household goods as defined by the Commission, and commodities in bulk, restricted to the transportation of shipments having an immediately prior or subsequent movement by air, between Portland International Airport, on the one hand, and Battleground, Kalama, Ridgefield, (Wash.) and Warrenton, Oreg. on the other, for 180 days. Supporting shippers: Dan's Tractor Co., 8012 NE. 219th St., Battleground, Wash. 98674, Pacific Wood Treating Corporation, 111 West Division St., Ridgefield, Wash. 98642; Warrenton Lumber Co., D&R Timber Co., P.O. Box 469, Warrenton, Oreg. 97146; and Kalama Chemical, Inc., P.O. Box 427, Kalama, Wash. 98625. Send protests to: R. V. Dubay, District Supervisior, Bureau of Operations, Interstate Commerce Commission, 114 Pioneer Courthouse, Portland, Oreg. 97204.

No. MC 143472 (Sub-No. 1TA), filed August 23, 1977. Applicant: GMG ENTERPRISES, INC., 1479 Urbandale, Florissant, Mo. 63031. Applicant's representative: Gregory M. Rebman, Suite 1230, 314 North Broadway, St. Louis, Mo. 63102. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: (a) *Non-alcoholic beverages*, from St. Louis, Mo., and its Commercial Zone, to points in Illinois, Indiana, Ohio, Iowa, Kansas, Kentucky, Oklahoma, Tennessee (except Shelby County), and Wisconsin; and (b) *glass bottles, non-alcoholic beverage cases and pallets*, from points in Illinois, Indiana, Ohio, Iowa, Kansas, Kentucky, Oklahoma, Tennessee (except Shelby County), and Wisconsin, to St. Louis, Mo., and its Commercial Zone, under a continuing contract or contracts with Taylor Beverages, Inc. for 180 days. Supporting shipper(s): Taylor Beverages, Inc., 555 Brown Road, Hazelwood, Mo. 63042. Send protests to: J. P. Werthmann, District Supervisor, Interstate Commerce Commission, Room 1465, 210 North 12th Street, St. Louis, Mo. 63101.

No. MC 143492 (Sub-No. 1TA), filed August 26, 1977. Applicant: RALPH TUNE, doing business as TUNE LUMBER CO., Mountain View, Mo. 65548. Applicant's representative: Tom B. Kretsinger, 910 Brookfield Bldg., 101 West 11th Street, Kansas City, Mo. 64105. Authority sought to operate as a *contract carrier*, by motor vehicle, over regular routes, transporting: *Wooden pallets and mill lumber*, from Mountain View, Mo., to points in Iowa, Kansas, Nebraska, Arkansas, and Illinois, under a continuing contract, or contracts, with Clinton Pallet Co., for 180 days. Supporting shipper(s): Clinton Pallet Co., R.R. No. 1, Clinton, Iowa 52732. Send protests to: Vernon V. Coble, District Supervisor, Interstate Commerce Commission, 600 Federal Building, 911 Walnut Street, Kansas City, Mo. 64106.

No. MC 143519 (Sub-No. 1TA), filed August 25, 1977. Applicant: MALO TRANSPORT (1971) INC., 23 St. Jacques St., St. Paul, Joliette, Quebec, Canada.

Applicant's representative: Robert D. Gunderman, Suite 710 Statler Hilton, Buffalo, N.Y. 14202. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Products derived from lime*, in pneumatic tank vehicles, between the ports of entry on the International Boundary Line between the United States and Canada in New York, Vermont, New Hampshire, and Maine, on the one hand, and on the other, points in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Bellefonte, Pa., restricted to the transportation of traffic originating at or destined to the plant site or facilities of Domtar Chemicals Ltd. at or near Joliette, Quebec, Canada, under a continuing contract or contracts with Domtar Chemicals Ltd., for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Domtar Chemicals Ltd., 395 Maisonneuve Blvd. East, Montreal, Quebec, Canada. Send protests to: District Supervisor, David A. Demers, Interstate Commerce Commission, P.O. Box 548, 87 State St., Montpelier, Vt. 05602.

No. MC 143629TA, filed August 23, 1977. Applicant: R. E. OERMAN, doing business as R. E. OERMAN ROAD SERVICE & TOWING, R.D. No. 22, Box 150, York, Pa. 17402. Applicant's representative: R. E. Oerman (same address as applicant). Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Wrecked and disabled motor vehicles*, between York, Pa. and 25 miles thereof, on the one hand, and, on the other, points in Delaware, Maryland, New Jersey, New York, Ohio, Virginia, West Virginia, and the District of Columbia, for 180 days. Supporting shippers: Shipley Humble, 550 King St., York, Pa. 17403; Anchor Motor Freight, Inc. Box 527, York, Pa. 17405; The Mason Dixon Lines, Inc., 3376 Apple Ford Way, York, Pa. 17402; Ryder Truck Rental, 550 East 10th Ave., York, Pa. 17402; York Truck Rental, 1116 Roosevelt Ave., York, Pa. 17402; Beverage Transportation Co., Inc., 620 Eberts Lane, York, Pa. 17405; Miller's Motor Freight, Inc., 1100 Lafayette St., York, Pa. 17404; Food Transport, Inc., R.D. No. 1, Box 28, Thomasville, Pa. 17364. Send protests to: District Supervisor Charles F. Meyers, Interstate Commerce Commission, P.O. Box 869, Harrisburg, Pa. 17108.

No. MC 143626 (Sub-No. 1TA), filed August 29,1977. Applicant: TWIN CITY COACH CO., INC., 2712 North Nansemond Drive, Suffolk, Va. 23434. Applicant's representative: L. David Lindauer, P.O. Box 277, Portsmouth, Va. 23705. Authority sought to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Amtrak passengers and their baggage*, between Amtrak Passenger Station, 2200 Redgate Avenue, Norfolk, Va., to Amtrak Passenger Station, 3516 South Street, Ettrick, Va., with intermediate points at Stewart Tours Agency, 3205 King Street, Portsmouth, Va., and AMTRAK Station, Holiday Street, Suffolk, Va., via U.S. 460 to Petersburg then U.S. 1 and 301 to Dupuy Avenue, then via East River Road to Ettrick, Va., under a continuing contract with National Railroad Passenger Corp. Amtrak for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: National Railroad Passenger Corp.—Amtrak, District Supt.—Piedmont District, John M. Acken, 7519 Staples Mill Road, Richmond, Va. 23228. Send protests to: District Supervisor Paul D. Collins, Bureau of Operations, Room 10–502 Federal Bldg., 400 North 8th Street, Richmond, Va. 23240.

No. MC 143662TA, filed August 29, 1977. Applicant: GENE E. VOIGHT, doing business as GENE E. VOIGHT TRUCKING, an individual, Rural Route 2, Box 138, Marathon, Wis. 54448. Applicant's representative: Wayne W. Wilson, 329 W. Wilson St., P.O. Box 8004, Madison, Wis. 53708. Authority sought to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Lumber, ties and wooden pallets*, from points in Marathon County, Wis., to Grand Rapids, Mich.; Dubuque, Iowa; Chicago, Ill.; Effingham, Ill.; Minneapolis-St. Paul, Minn.; Bessemer, Mich.; Ripley, Mich.; and Marenisco, Mich., for 180 days. Applicant has also filed an underlying ETA seeking up to 90 days of operating authority. Supporting shipper: Hastreiter Hardwoods, Inc., 1932 Grand Avenue, Wausau, Wis. 54401. Send protests to: Ronald A. Morken, District Supervisor, 139 West Wilson St. room 202, Madison, Wis. 53703.

By the Commission.

H. G. Homme,
Acting Secretary.

[FR Doc.77-27411 Filed 9-20-77;8:45 am]

sunshine act meetings

This section of the FEDERAL REGISTER contains notices of meetings published under the "Government in the Sunshine Act" (Pub. L. 94-409), 5 U.S.C. 552b(e)(3).

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1

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL REGISTER CITATION OF PREVIOUS ANNOUNCEMENT: S-1345-77 and S-1360-77

PREVIOUSLY ANNOUNCED TIME AND DATE OF MEETING: 11:00 AM (Eastern Time), Tuesday, September 20, 1977

CHANGES IN THE MEETING:

Portions open to the public:

The following matter is postponed until the meeting of September 21, 1977.

Revision of internal Compliance Manual.

Portions closed to the public:

The following matters are added to the agenda:

(1) Litigation Authorization; General Counsel Recommendations. Matters closed to the public under Sec. 1612.-13(a) of the Commission's regulations (42 FR 13830, March 14, 1977).

(2) Organization of the Commission's Headquarters Offices.

Status of the meeting:

With the deletion of the open matter, the entire meeting will be closed to the public.

A majority of the entire membership of the Commission determined by recorded vote that the business of the Commission required these changes and that no earlier announcement was possible.

The vote was as follows:

In favor of change: Eleanor Holmes Norton, Chair; Ethel Bent Walsh, Commissioner; Daniel E. Leach, Commissioner.

Opposed: None.

CONTACT PERSON FOR MORE INFORMATION:

Marie D. Wilson, Executive Office, Executive Secretariat at (202) 634-6748.

This Notice Issued September 16, 1977.

[S-1384-77 Filed 9-16-77;12:56 pm]

2

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.

FEDERAL REGISTER CITATION OF PREVIOUS ANNOUNCEMENTS: S-1345-77, S-1351-77 and S-1360-77.

PREVIOUSLY ANNOUNCED TIME AND DATE OF MEETING: 9:30 a.m. (Eastern Time), Monday, September 19, 1977.

CHANGES IN THE MEETING:

Portion open to the public:

The following matter is postponed until the meeting of September 21, 1977:

Proposed work-sharing agreements between EEOC and the following five State or local agencies, for handling charges of discrimination:

1. Maryland Commission on Human Relations
2. Baltimore (Maryland) Community Relations Commission
3. Montgomery County (Maryland) Human Relations Commission
4. Illinois Fair Employment Practices Commission
5. Fort Worth (Texas) Human Relations Commission

The following matter is added to the agenda:

A proposal to revise EEOC internal Order 205, Appendix E, to eliminate the requirement that the Commission approve directives involving new procedures and/or substantive changes in existing procedures of certain offices.

Portions closed to the public:

The following matters are postponed until the meeting of September 20, 1977:

1. Litigation Authorization; General Counsel Recommendations. Matters closed to the public under Sec. 1612.13(a) of the Commission's regulations (42 FR 13830, March 14, 1977).

2. Organization of the Commission's Headquarter Offices.

Status of the meeting:

With the deletion of the closed matters, the entire meeting wil be open to the public.

A majority of the entire membership of the Commission determined by recorded vote that the business of the Commission required these changes and that no earlier announcement was possible.

The vote was as follows:

In favor of change: Eleanor Holmes Norton, Chair; Ethel Bent Walsh, Commissioner; Daniel L. Leach, Commissioner.

Opposed: None.

CONTACT PERSON FOR MORE INFORMATION:

Marie D. Wilson, Executive Officer, Executive Secretariat at (202 634-6748.

This Notice Issued September 16, 1977.

[S-1385-77 Filed 9-16-77;12:56 pm]

3

FEDERAL COMMUNICATIONS COMMISSION

TIME AND DATE: 9:30 a.m., Wednesday, September 21, 1977.

PLACE: Room 856, 1919 M Street NW., Washington, D.C.

STATUS: Open Commission Meeting.

MATTER TO BE CONSIDERED: The agenda item listed below was inadvertently omitted from the September 14th Public Notice (#89080):

Agenda, Item No. and Subject

Renewal—2. Petition to reconsider and set aside action taken pursuant to delegated authority, filed April 20, 1973, by WLCY-TV, Inc. requesting that the application filed by Hubbard Broadcasting, Inc. for renewal of license of television Station WTOG, St. Petersburg, Florida, be denied.

CONTACT PERSON FOR MORE INFORMATION:

Samuel M. Sharkey, FCC Public Information Officer, telephone number (202) 632-7260.

Issued: September 16, 1977.

[S-1389-77 Filed 9-16-77;2:38 pm]

4

FEDERAL COMMUNICATIONS COMMISSION.

TIME AND DATE: Follows 9:30 a.m. Open Meeting Wednesday, September 21, 1977.

PLACE: Room 856, 1919 M Street NW., Washington, D.C.

STATUS: Closed Commission meeting.

MATTER TO BE CONSIDERED:

Agenda, Item No., and Subject

* * * * *

Hearing, 3, applications for review, filed by Melvin Pulley and by the Broadcast Bureau in the Quitman, Miss. FM proceeding (Docket Nos. 20196 and 20197).

The prompt and orderly conduct of Commission business requires that less than 7-days notice be given of this additional agenda item.

CONTACT PERSON FOR MORE INFORMATION:

Samuel M. Sharkey, FCC Public Information Officer, telephone No.: (202–632–7260).

Issued: September 16, 1977.

[S–1390–77 Filed 9–16–77;2:38 pm]

5

INDIAN CLAIMS COMMISSION

TIME AND DATE: 10:15 A.M., September 28, 1977.

PLACE: Room 600, 1730 K Street NW., Washington, D.C.

PORTION OF THE MEETING OPEN TO THE PUBLIC: Docket 182, *Fort Sill Apache;* Docket 229, *Navajo;* Docket 272, *Creek;* Docket 356, *Pueblo of Santa Clara.*

PORTION OF THE MEETING CLOSED TO THE PUBLIC: Personnel.

FOR MORE INFORMATION:

David H. Bigelow, Executive Director, Room 640, 1730 K Street, NW., Washington, D.C. 20006. Tel. (202–653–6174).

[S–1394–77 Filed 9–19–77;10:24 am]

6

NATIONAL RAILROAD PASSENGER CORPORATION (Board of Directors Meeting)

In accordance with rule 4a. of Appendix A of the By-laws of the National Railroad Passenger Corporation, notice is given that the Board of Directors will meet on September 28, 1977.

A. The meeting will be held on Wednesday, September 28, 1977, in the Charles Suite of the Loew's L'Enfant Plaza Hotel, L'Enfant Plaza East SW., Washington, D.C., beginning at 9:30 a.m. The portion of the meeting beginning at 9:30 will be closed to the public, during which time the Board will consider agenda item Nos. 1 and 2, as identified below.

B. The meeting will be open to the public beginning at 10:00 a.m. starting with agenda item No. 3, as identified below.

C. The agenda items to be discussed at the meeting follow:

AGENDA

NATIONAL RAILROAD PASSENGER CORPORATION MEETING OF THE BOARD OF DIRECTORS—SEPTEMBER 28, 1977

(9:30) CLOSED SESSION

1. Internal personnel matters.
2. Litigation matters.

(10:00) OPEN SESSION

3. Approval of minutes of regular meeting of August 31, 1977.
4. Commitment approval requests—
77–192 Maintenance of Way Equipment.
77–193 Baltimore & Potomac (B & P) Tunnel Improvements.
77–253 Lease Extension-Washington City Ticket Office.
77–258 Modifications of Baggage Cars.
77–264 Unit Exchange, SDP–40 Conversions.
77–265 Metroliner Overhaul.
77–266 Lightweight Electric Locomotives.
77–267 Chicago 12th and 16th Street Yards—Phase II.
5. Board committee reports—
A. Planning/equipment: (1) Butte-Helena public forums, (2) headquarters relocation status.
B. Northeast corridor improvement project: (1) Status of improvement master plan, (2) status of 1977 program, (3) progress of clean-up program, (4) status of Woonasquatucket River bridge, (5) status of securing concrete ties and track laying system equipment, (6) labor situation.
6. President's reports—
A. Operations: (1) National operations, (2) operations support, (3) northeast corridor operations.
B. Marketing.
C. Government Affairs.
D. Other.
7. Financial reports.
8. Status of Floridian.
9. New business.
10. Adjournment.

D. Inquires regarding the information required to be made available to the public pursuant to Appendix A of the Corporation's By-laws should be directed to the Assistant Secretary at 202–484–7679.

Dated: September 16, 1977.

ELYSE G. WANDER,
Corporate Secretary.

[S–1393–77 Filed 9–19–77;9:02 am]

7

OCCUPATIONAL SAFETY AND HEALTH REVIEW COMMISSION.

TIME AND DATE: 1:30 p.m., September 21, 1977.

PLACE: Room 1101, 1825 K Street NW., Washington, D.C.

STATUS: This meeting is subject to being closed by a vote of the Commissioners taken at the beginning of the meeting.

MATTERS TO BE CONSIDERED: Discussion of specific cases of the Commission adjudication process.

CONTACT PERSON FOR MORE INFORMATION:

Ms. Lottie Richardson, 202–634–7970.

Dated: September 16, 1977.

[S–1392–77 Filed 9–19–77;8:47 am]

8

RENEGOTIATION BOARD

DATE AND TIME: Tuesday, September 13, 1977, 3:00 p.m.

PLACE: Conference Room, 4th Floor, 2000 M Street, N.W., Washington, D.C. 20446.

STATUS: Closed to public observation.

MATTER TO BE CONSIDERED: Selection of Special Assistant to the Chairman/Operations.

CONTACT PERSON FOR MORE INFORMATION:

Kelvin H. Dickinson, Assistant General Counsel-Secretary, 2000 M Street NW., Washington, D.C. 20446 (202–254–8277).

Dated: September 13, 1977.

GOODWIN CHASE,
Chairman.

[S–1386–77 Filed 9–16–77;2:17 pm]

9

RENEGOTIATION BOARD.

DATE AND TIME: Thursday, October 20, 1977, 10 a.m.

PLACE: Conference Room, 4th Floor, 2000 M Street NW., Washington, D.C. 20446.

STATUS: Open to public observation.

MATTERS TO BE CONSIDERED:

1. Approval of Minutes of meeting held September 14, 1977, and other Board meetings, if any.
2. Recommended Clearances Without Assignment (List No. 1884).
A. Sargent Industries, Inc. Fiscal year ended December 31, 1975.
B. Anadite Inc. Fiscal year ended October 31, 1975.
C. AVX Corp. Fiscal year ended December 27, 1975.
D. Miltope Corp. Fiscal year ended April 30, 1976.
E–1. R.E.D.M. Corp. Fiscal year ended December 31, 1975.
E–2. Hugh H. Eby Co. Fiscal year ended December 31, 1975.
E–3. Hyperion Industries Corp. Fiscal year ended December 31, 1975.
F–1. Rust Engineering Co. Fiscal year ended December 31, 1973.
F–2. Wheelabrator-Frye, Inc. Fiscal year ended December 31, 1973.
G. D&O Engineering Co., Inc. Fiscal year ended June 30, 1976.
H. A.C. Electronics, Inc. Fiscal year ended December 31, 1975.
3. Segmentation.
4. Report of the Chairman concerning:
A. Budget.
B. Personnel Actions.
C. Organization of the Staff.
D. Rulemaking and Regulations.
5. Approval of Agenda for meeting to be held November 1, 1977.
6. Approval of Agenda for other meetings, if any.

CONTACT PERSON FOR MORE INFORMATION:

Kelvin H. Dickinson, Assistant General Counsel-Secretary, 2000 M Street NW., Washington, D.C. 20446 (202–254–8277).

Dated: September 16, 1977.

GOODWIN CHASE,
Chairman.

[S–1387–77 Filed 9–16–77;2:17 pm]

10

RENEGOTIATION BOARD

DATE AND TIME: Wednesday, October 26, 1977, 10 a.m.

PLACE: Conference Room, 4th Floor, 2000 M Street NW., Washington, D.C. 20446.

STATUS: Open to the public.

MATTERS TO BE CONSIDERED:

1. Approval of Minutes of meeting held October 20, 1977, and other Board meetings, if any.
2. Application for Commercial Exemption (List No. 2999), Becton, Dickinson, and Co. Fiscal year ended September 30, 1976.
3. Approval of Agenda for meeting to be held November 8, 1977.
4. Approval of Agenda for other meetings, if any.

CONTACT PERSON FOR MORE INFORMATION:

Kelvin H. Dickinson, Assistant General Counsel-Secretary, 2000 M Street NW., Washington, D.C. 20446, (202–254–8277).

Dated: September 16, 1977.

GOODWIN CHASE,
Chairman.

[S–1388–77 Filed 9–16–77; 2:17 pm]

11

UNITED STATES RAILWAY ASSOCIATION

TIME AND DATE: September 28, 1977, 9 a.m.

PLACE: Board Room, Room 2200, Trans Point Building, 2100 Second Street SW., Washington, D.C.

STATUS: Parts of this meeting will be open to the public. The rest of the meeting will be closed to the public.

9:00 A.M.—MEETING CLOSED TO THE PUBLIC

1. Consideration of internal personnel matters.
2. Review of Conrail proprietary and financial information for monitoring and investment purposes.
3. Review of Delaware and Hudson Railway Co. proprietary and financial information for monitoring and investment purposes.
4. Review of Missouri-Kansas-Texas Railroad Co. proprietary and financial information for monitoring and investment purposes.
5. Litigation report:

1:00 P.M.—MEETING OPEN TO THE PUBLIC

6. Approval of minutes of the July 28, 1977 Board of Directors meeting.
7. Consideration of bylaws revision.
8. Approval of proposed move.
9. Report on Credit monitoring.
10. Report on Delaware and Hudson monitoring.
11. Report on Missouri-Kansas-Texas Railroad monitoring.
12. Consideration of Conrail Investment request for the fourth quarter of 1977.
13. Consideration of Conrail drawdown request for October 1977.
14. Consideration of Section 211(h) loan application for Conrail.
15. Consideration of USRA budget modification for 1978 and budget for 1979.
16. USRA financial reports for months of July and August 1977.
17. Litigation report.
18. Contract actions (extensions).
19. Compensation policy.
20. Review of travel and relocation order.
21. GAO audits.

CONTACT PERSON FOR MORE INFORMATION:

Alex Bilanow, 202–426–4250.

[S–1391–77 Filed 9–16–77; 2:52 pm]

federal register

WEDNESDAY, SEPTEMBER 21, 1977

PART II

DEPARTMENT OF THE INTERIOR

National Park Service

■

NATIONAL REGISTER OF HISTORIC PLACES AND COMPREHENSIVE STATEWIDE HISTORIC SURVEY AND PLANS

Criteria, Determinations of Eligibility and Guidelines

Title 36—Parks, Forests, and Public Property

CHAPTER I—NATIONAL PARK SERVICE, DEPARTMENT OF THE INTERIOR

PART 60—NATIONAL REGISTER OF HISTORIC PLACES

PART 61—CRITERIA FOR COMPREHENSIVE STATEWIDE HISTORIC SURVEYS AND PLANS

AGENCY: National Park Service, Department of the Interior.

ACTION: Notice of interim regulations.

SUMMARY: These interim regulations set forth the criteria established by the Secretary of the Interior for preparing comprehensive statewide historic surveys and plans under the provisions of the National Historic Preservation Act of 1966, as amended, 80 Stat. 915, 16 U.S.C. 470 et. seq. (1970 ed.). The 1966 Act authorized the Secretary to grant funds to States for the purpose of preparing comprehensive statewide historic surveys and plans, in accordance with criteria established by the Secretary, for the preservation, acquisition, and development of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, and culture. The effect of this rulemaking is to clarify and promulgate for the States, in codified form, the Secretary's criteria for the preparation of comprehensive statewide historic surveys and plans.

DATES: Effective September 21, 1977. Comments should be received by October 21, 1977.

ADDRESSES: Send comments to Jerry L. Rogers, Chief, Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240 (202–523–5275). The originators of these regulations are Robert B. Rettig, Chief, Planning Branch, National Register of Historic Places, Office of Archeology and Historic Preservation, and Steven R. Rutenbaum, Historian/Preservation Planner, Planning Branch, National Register of Historic Places, Office of Archeology and Historic Preservation, 202–523–5480.

SUPPLEMENTARY INFORMATION: In preparing these regulations and reviewing the National Register and grants programs, the intent, requirements, and spirit of the National Environmental Policy Act of 1969 (Pub. L. 91–190, 42 U.S.C. 4321–4347) have been carefully considered. As established by the National Historic Preservation Act and expanded by Executive Order 11593, these programs have as their purpose the identification, protection, and enhancement of the historic, architectural, archeological, and cultural resources of the manmade environment. It has been administratively determined that, beyond the overall program purpose, which is intended to enhance the environment, this proposed rulemaking will have no significant effect on the environment. These regulations serve to expand the regulations previously published in the FEDERAL REGISTER and should further insure the environmentally beneficial effects of the National Register and grants programs. Further information, including a memorandum of environmental assessment, is on file in the Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240.

NOTE.—It has been administratively determined that this proposed rulemaking is not "major" within the intent of Executive Order 11821 (39 FR 41501, November 27, 1974) and that an inflationary impact certification is therefore not required.

§§ 60.5, 60.7, 60.8, and 60.9 [Deleted]

It is proposed that Chapter I of Title 36 of the Code of Federal Regulations be amended by deleting from the existing Part 60 § 60.5 (Appointment and responsibilities of the State Historic Preservation Officer), 60.7 (The State historic preservation plan), 60.8 (State professional staff), and 60.9 (State review board) and by adding a new Part 61, reading as follows:

Sec.

61.1 Definitions.
61.2 Designation and responsibilities of the State Historic Preservation Officer.
61.3 State professional staff.
61.4 State Review Board.
61.5 Professional qualifications.
61.6 Comprehensive statewide survey process.
61.7 State historic preservation plan.
61.8 Protection of historic properties through the planning process.
61.9 Waiver.

AUTHORITY: National Historic Preservation Act of 1966, as amended, 80 Stat. 915, 16 U.S.C. 470 et seq. (1970 ed).

§ 61.1 Definitions.

As used in this chapter: (a) "State" means, in addition to the several States of the Union, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and any other jurisdictions that may be authorized by Congress to receive grants under the National Historic Preservation Act.

(b) "National Register" means the national register of districts, sites, buildings, structures, and objects significant in American history, architecture, archeology, and culture, maintained by the Secretary of the Interior under authority of section 2(b) of the Historic Sites Act of 1935 (49 Stat. 666, 16 U.S.C. 461) and section 101(a)(1) of the National Historic Preservation Act.

(c) "National Register program" means the survey, planning, and registration program that has evolved under the Secretary of the Interior's authority in section 101(a)(1) of the National Historic Preservation Act, including, but not limited to, the responsibilities of the State Historic Preservation Officers as outlined in § 61.2.

(d) "Grants program" means the program of matching grants-in-aid to States authorized by section 101(a)(2) of the National Historic Preservation Act.

(e) "Secretary" means the Secretary of the Interior or his designee authorized to carry out his responsibilities.

(f) "Historic property" means any district, site, building, structure, or object significant in American history, architecture, archeology, and culture at the national, State, or local level.

§ 61.2 Designation and responsibilities of the State Historic Preservation Officer.

(a) The State Historic Preservation Officer is the official within each State who has been designated by the Governor or chief executive of the State to administer the National Register and grants programs within the State.

(b) For purposes of the National Register and grants programs, the responsibilities of the State Historic Preservation Officer shall include:

(1) Development of an administrative framework for the State historic preservation program, consisting of (i) the State historic preservation office; (ii) a professional staff working under the direction of the State Historic Preservation Officer; and (iii) a State Review Board designated by the State Historic Preservation Officer unless otherwise provided by State law.

(2) Direction of a comprehensive statewide survey of historic properties.

(3) Registration, or official recognition, of historic properties through (i) preparation and submission of nominations to the National Register, and (ii) participation in the Secretary's determinations that historic properties meet the National Register criteria and are therefore eligible for listing in the National Register.

(4) Cooperation in the development of effective working relationships with Federal agencies, other State offices, and local governmental units that participate in the identification, registration, protection, enhancement, and management of historic properties and in project planning that may affect historic properties.

(5) Cooperation in the integration of historic preservation planning with all levels of planning, in order to ensure that the need to preserve historic properties is taken into consideration by all planning and development agencies.

(6) Cooperation in the development and maintenance of a review procedure for publicly funded, assisted, and licensed undertakings that may affect historic properties within the State.

(7) Participation in the review of Federal, federally assisted, and federally licensed undertakings that may affect historic properties included in or eligible for inclusion in the National Register under section 106 of the National Historic Preservation Act and Executive Order 11593, in accordance with the Advisory Council on Historic Preservation's "Procedures for the Protection of Historic and Cultural Properties" (36 CFR Part 800), and participation in the review of nonfederal undertakings when required or permitted by State law.

(8) Assisting Federal agencies in fulfilling their historic preservation respon-

sibilities under Federal laws and regulations.

(9) Liaison with organizations of professional archeologists, historians, architects, architectural historians, planners, and others concerned or potentially concerned with historic preservation.

(10) Development and operation of a program of public information and education concerning the National Register and grants programs.

(11) Administration of the grants program within the State.

(12) Preparation and maintenance of a comprehensive statewide historic preservation plan, subject to approval by the Secretary.

(c) A list of State Historic Preservation Officers shall be published in the FEDERAL REGISTER annually and shall be amended as changes occur.

(d) When a new State Historic Preservation Officer is designated by a Governor, a letter shall be sent to the Director of the National Park Service providing notice of the designation. Similar written notification shall also be sent in cases involving a successor to the State Historic Preservation Officer when the original designation was made to the office rather than specifically to the individual (by name) holding the office. The National Park Service also requires notification when the State Historic Preservation Officer delegates authorities to other parties. Changes of address, telephone number, or personnel shall also be brought promptly to the attention of the National Park Service.

(e) Questions concerning authorized signatures shall be addressed to the Chief, Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240.

§ 61.3 State professional staff.

(a) For purposes of the National Register and grants programs, the staff of the State historic preservation office shall include at a minimum one full-time professional in each of the following disciplines: History, archeology, and architectural history or architecture. All State professional staff members shall meet the minimum qualifications set forth in § 61.5. Two or more part-time staff members may be substituted for one full-time person in any of the required disciplines, as long as the equivalent of one full-time professional is achieved in each discipline. The State Historic Preservation Officer shall determine what other professional disciplines such as planning and law, and/or additional staffing are needed to carry out the responsibilities of the National Register and grants programs. State professional staff members approved by the Secretary prior to the effective date of this part shall remain approved until such time that they are no longer employed on the State staff.

(b) No later than October 1, 1978, each such staff shall include at a minimum at least one full-time professional in each of the following disciplines: History, archeology, architectural history, and historical architecture.

(c) The State Historic Preservation Officer shall submit the professional qualifications of his or her staff to the Secretary for review and approval.

§ 61.4 State Review Board.

(a) Members of the State Review Board shall be designated by the State Historic Preservation Officer unless otherwise provided for by State law.

(b) The State Review Board shall consist of at least five persons. No later than October 1, 1979, a majority of Review Board members shall be recognized professionals in the disciplines defined in section 61.5. At a minimum, the State Review Board shall include one professional in each of the following disciplines: History, archeology, and architectural history or architecture. All of these professionals shall meet the minimum standards of professional qualifications set forth in § 61.5. The State Historic Preservation Officer shall determine what other professional disciplines and/or additional members are needed. Non-professional citizen members with demonstrated interest or competence in historic preservation may be appointed to the State Review Board, as long as the majority of the membership consists of professionals by October 1, 1979.

(c) No later than October 1, 1978, the professional in archeology shall be qualified in both prehistoric and historic archeology, or an additional professional shall be appointed to the State Review Board so that expertise in both prehistoric and historic archeology will be represented.

(d) No later than October 1, 1978, the professional in architectural history or architecture shall be qualified in both architectural history and architecture, or an additional professional shall be appointed to the State Review Board so that expertise in both architectural history and architecture will be represented.

(e) The State Historic Preservation Officer shall submit the professional qualifications of the members of the State Review Board to the Secretary for review and approval.

(f) The State Review Board shall meet at least three times a year and should adopt bylaws governing its operations consistent with the provisions of this section.

(g) The responsibilities of the State Review Board shall include, but not be limited to, the following:

(1) Reviewing and approving each National Register nomination prior to submission to the National Register.

(2) Reviewing each completed State historic preservation plan report prior to submission to the Secretary.

(3) Providing general advice, guidance, and professional recommendations to the State Historic Preservation Officer in conducting the comprehensive statewide survey, preparing the State historic preservation plan, and carrying out the other duties and responsibilities of the State historic preservation office.

§ 61.5 Professional qualifications.

In the following definitions, a year of full-time professional experience need not consist of a continuous year of full-time work but may be made up of discontinuous periods of full-time or part-time work adding up to the equivalent of a year of full-time experience.

(a) *History.* The minimum professional qualifications in history are a graduate degree in history or closely related field; or a bachelor's degree in history or closely related field plus one of the following: (1) At least two years of full-time experience in research, writing, teaching, interpretation, or other demonstrable professional activity with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of history.

(b) *Archeology.* The minimum professional qualifications in archeology are a graduate degree in archeology, anthropology, or closely related field plus (1) at least one year of full-time professional experience or equivalent specialized training in archeological research, administration, or management; (2) at least four months of supervised field and analytic experience in general North American archeology, and (3) demonstrated ability to carry research to completion. In addition to these minimum qualifications, a professional in prehistoric archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the prehistoric period. A professional in historic archeology shall have at least one year of full-time professional experience at a supervisory level in the study of archeological resources of the historic period.

(c) *Architectural history.* The minimum professional qualifications in architectural history are a graduate degree in architectural history, art history, historic preservation, or closely related field, with course work in American architectural history; or a bachelor's degree in architectural history with concentration in American architecture; or a bachelor's degree in architectural history, art history, historic preservation, or closely related field plus one of the following: (1) At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or (2) substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

(d) *Architecture.* The minimum professional qualifications in architecture are a professional degree in architecture plus at least two years of full-time professional experience in architecture; or a State license to practice architecture.

(e) *Historical architecture.* The minimum professional qualifications in historical architecture are a professional degree in architecture or State license to practice architecture, plus one of the following: (1) At least one year of graduate study in architectural preservation,

American architectural history, preservation planning, or closely related field and at least one year of full-time professional experience on preservation and restoration projects; or (2) at least two years of full-time professional experience on preservation and restoration projects. Experience on preservation and restoration projects shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

§ 61.6 Comprehensive statewide survey process.

(a) For purposes of the National Register and grants programs, a comprehensive statewide survey of historic properties shall be conducted in each State under the direction of the State Historic Preservation Officer. The long-range objective of the comprehensive survey shall be the identification, protection, and preservation of all districts, sites, buildings, structures, and objects within the State that are potentially significant in American history, architecture, archeology, and culture at the national, State, and local levels. The survey shall be conducted in as timely a manner as possible and shall encompass all historic properties, regardless of title, boundaries, or ownership.

(b) In conducting the survey, the State Historic Preservation Officer shall utilize a systematic method to ensure comprehensive statewide coverage including every aspect of the State's prehistory and history. Documentation concerning the survey methods employed shall be maintained in the State historic preservation office.

(c) Insofar as possible, the State Historic Preservation Officer shall cooperate in all historic property survey efforts in the State, including surveys conducted by Federal agencies, other State offices, local governmental units, universities, and other public and private institutions and organizations. Records of the methods as well as the results of all surveys in which the State Historic Preservation Officer participates should be maintained in the State historic preservation office.

(d) All information in the State historic preservation office resulting from Federal, State, and local historic property surveys shall be known as the State Survey Data. The State Survey Data shall include, but not be limited to, the following:

(1) Data on properties listed in the National Register or determined eligible by the Secretary for listing in the National Register.

(2) Data on properties nominated to the National Register or approved by the State Review Board for nomination.

(3) Data on properties that may potentially meet the National Register criteria, as determined by the State Historic Preservation Officer with the advice of his staff or Review Board. The last category will normally include historic properties in State and local registers.

(4) Data that indicate after evaluation by the Secretary or by the State Historic Preservation Officer with the advice of his staff or Review Board, that (i) specific properties are ineligible for listing in the National Register, or (ii) specific geographical areas that have been surveyed do not contain significant historic properties other than those already identified.

(5) Predictive statements concerning the probable distribution of historic properties in different parts of the State, different environmental zones, etc., based on systematic background research and sample fieldwork.

(6) Specification of those areas of the State for which inadequate survey data are available and about which no reliable predictions can yet be made.

(e) All State Survey Data shall be continually evaluated as determined necessary by the State Historic Preservation Officer, to identify historic properties for nomination to the National Register and to make predictions about the distribution of historic properties or property types that may meet the criteria for listing in the National Register.

(f) State Survey Data shall be maintained by the State Historic Preservation Officer in an accessible location and shall be kept up-to-date so that the information is readily available to Federal, State, and local planners during the decision-making process. The State Survey Data need not be published but shall be physically organized and/or indexed in a manner to provide for easy access. Availability of State Survey Data may be limited to the general public if, in the opinion of the State Historic Preservation Officer, such availability might result in damage to historic properties.

(g) An end result of the overall survey process is nomination of properties significant in American history, architecture, archeology, and culture at the national, State, or local level to the National Register. With the advice of the State Review Board, the State Historic Preservation Officer shall establish general priorities, and a rationale behind the priorities, for submission of National Register nominations to the National Park Service and procedures for review of National Register nominations by the State Review Board. Nominated historic properties that are approved by the National Park Service are entered in the National Register by the Keeper of the National Register, Office of Archeology and Historic Preservation, National Park Service.

§ 61.7 State historic preservation plan.

(a) For purposes of the National Register and grants programs, a comprehensive statewide historic preservation plan shall be prepared in each State under the direction of the State Historic Preservation Officer. The plan shall consist of a report or series of reports on the State historic preservation program. These reports, which shall be submitted in such form and at such times as the Secretary shall determine, shall describe, analyze, and make future projections about the program. The State Review Board shall review all State historic preservation plan reports prior to submission.

(b) The State historic preservation plan shall include the following information for each component of the State historic preservation program: an explanation of the philosophy or rationale behind the program component, a report on current status, an evaluation of effectiveness, and a projection of future plans. The program components to be reported on in the State historic preservation plan shall include, but not be limited to, the following:

(1) Organizational framework of the State historic preservation office, including the composition and qualifications of the State professional staff and the State Review Board and the position of the office in the hierachy of State government.

(2) Comprehensive statewide survey methods, timetable, and progress.

(3) National Register nominations and other registration activity including a report on notification procedures.

(4) Review and compliance procedures and activity, including compliance activity under section 106 of the National Historic Preservation Act of 1966 and Executive Order 11593, and participation under other Federal laws and regulations related to historic preservation.

(5) Progress in integrating historic preservation planning into general planning processes at the Federal, State, and local levels.

(6) Public information and education activity.

(7) Grants program activity.

(c) A State's eligibility to participate in the National Register and grants programs shall be contingent upon its submission of a State historic preservation plan and upon approval of that plan by the Secretary.

§ 61.8 Protection of historic properties through the planning process.

For purposes of the National Register and grants programs, the State Historic Preservation Officer shall review proposed Federal or federally funded, licensed, or approved undertakings that may potentially have an effect on historic properties within the State, in accordance with procedures of the National Historic Preservation Act of 1966, Executive Order 11593, the National Environmental Policy Act of 1969, the Archeological and Historic Preservation Act of 1974, and other environmentally related legislation and regulations.

(a) The State Historic Preservation Officer shall review notices of Federal or federally funded, licensed, or approved undertakings having a potential effect on historic properties. These notices include, but are not limited to, those received through the A-95 Clearinghouse process, documents prepared in accordance with the National Environmental Policy Act of 1969, and other notices or requests from Federal agencies or their consultants.

(b) The State Historic Preservation Officer shall participate with Federal, State, and local planning officials at the earliest planning stages of proposed undertakings and shall make available to

the appropriate officials the following data for the areas of the potential environmental impact:

(1) All information in the State Survey Data as outlined in § 61.6(d). Agencies may be requested to avoid or limit publication of such data if in the opinion of the State Historic Preservation Officer such publication might result in damage to historic properties.

(2) Recommendations that there is need for a survey of historic properties unless the State Survey Data indicate that additional survey is not required.

(3) Recommendations to Federal agencies and to communities conducting surveys on methods for conducting comprehensive surveys and on sources of professional expertise.

(4) Results from review of Federal and community surveys and from evaluation of identified historic properties and opinions on the eligibilty of historic properties for listing in the National Register.

(c) Where the State Survey Data indicate that additional survey of historic properties is needed in the environmental impact area of an undertaking, the State Historic Preservation Officer may conduct such survey under contract with Federal, State, or local officials, their consultants, or the private sector.

§ 61.9 Waiver.

The Secretary may waive any of the requirements of this Part if in his opinion, expressed in writing to the State Historic Preservation Officer, the State historic preservation program would benefit from such waiver, and the purposes, conditions, and requirements of the National Historic Preservation Act of 1966 would not be compromised.

Dated: September 12, 1977.

Approved:

WILLIAM J. WHALEN,
Director, National Park Service.

[FR Doc.77-27244 Filed 9-20-77;8:45 am]

PART 63—DETERMINATIONS OF ELIGIBILITY FOR INCLUSION IN THE NATIONAL REGISTER OF HISTORIC PLACES

AGENCY: National Park Service, Interior.

ACTION: Interim regulations.

SUMMARY: This rule codifies the process through which Federal agencies request and obtain a determination of a property's eligibility for inclusion in the National Register of Historic Places, to implement Executive Order 11593 and the National Historic Preservation Act of 1966, as amended.

DATES: Effective date: September 21, 1977. Comments by October 21, 1977.

FOR FURTHER INFORMATION CONTACT:

Dr. William J. Murtagh, Keeper of the National Register, Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240 (202-523-5065).

SUPPLEMENTARY INFORMATION: On April 27, 1976, a notice of proposed rulemaking was published in the FEDERAL REGISTER (41 FR 17688) to amend Chapter I of Title 36 of the Code of Federal Regulations by adding a new Part 63 concerning Determination of Eligibility for Inclusion in the National Register of Historic Places by the National Park Service, Department of the Interior. Because several new substantive provisions have been added through the comment process, the following regulations are also published for comment; however, as Federal programs are in need of definitive guidance now, the regulations are to be considered as in force immediately on an interim basis pending final publication.

The Department of the Interior is developing a series of detailed regulations to assist Federal agencies in the implementation of Executive Order 11593 and the National Historic Preservation Act of 1966, as amended.

This rulemaking codifies the process through which Federal agencies request and obtain a determination of a property's eligibility for listing in the National Register of Historic Places.

Under section 2(a) of Executive Order 11593, Federal agencies are required to locate, inventory, and nominate to the Secretary of the Interior, "all sites, buildings, districts, and objects under their jurisdiction or control that appear to qualify for listing in the National Register of Historic Places." Regulations detailing the process by which Federal agencies nominate properties to the National Register are codified in Part 60 of Chapter I of Title 36 of the Code of Federal Regulations (41 FR 1590).

Section 2(b) of Executive Order 11593 specifies several steps to be taken during the interim period, prior to the completion of the required inventories. These inventories were to have been completed no later than July 1, 1973; however, many Federal agencies have not as yet completed this responsibility. Section 2(b) of Executive Order 11593 provides that Federal agencies shall exercise caution to assure that any federally owned properties that might qualify for nomination are not inadvertently transferred, sold, demolished, or substantially altered. Toward this end, Federal agencies are required to refer any questionable actions to the Secretary of the Interior for an opinion respecting the property's eligibility for inclusion in the National Register of Historic Places. Section 2(b) requires the Secretary of the Interior to answer questions concerning the eligibility of properties for listing in the National Register of Historic Places. Section 3(f) requires the Secretary to advise Federal agencies in the evaluation and identification of historic properties.

To meet these responsibilities, the National Park Service will provide professional advice concerning the eligibility of properties, both under Federal jurisdiction or control and in the area affected by projects in which Federal agencies are involved, in the manner provided herein. The responsibility for making determinations of eligibility for the National Register on behalf of the Secretary of the Interior has been delegated to the Chief (formerly Director), Office of Archeology and Historic Preservation, National Park Service, and redelegated to the Keeper of the National Register of Historic Places.

The National Historic Preservation Act of 1966, as amended, states that the head of any Federal agency having direct or indirect jurisdiction over a proposed Federal or federally assisted undertaking in any State and the head of any Federal department or independent agency having authority to license any undertaking shall, prior to the approval of the expenditure of any Federal funds on the undertaking or prior to the issuance of any license, as the case may be, take into account the effect of the undertaking on any district, site, building, structure, or object that is included in or eligible for inclusion in the National Register. The head of any Federal agency shall afford the Advisory Council on Historic Preservation a reasonable opportunity to comment with regard to such undertaking. The following regulations are consistent with the National Historic Preservation Act of 1966, as amended, and the regulations of the Advisory Council on Historic Preservation (36 CFR Part 800), which also concern, inter alia, section 1(3) of Executive Order 11593. They are also consistent with the National Environmental Policy Act of 1969 (NEPA). Under NEPA, it is the continuing responsibility of the Federal Government to use all practical means to improve and coordinate Federal plans, functions, programs, and resources to the end that the Nation may "preserve important historic, cultural, and natural aspects of our national heritage, and maintain, wherever possible, an environment which supports diversity and variety of individual choice." As a part of this responsibility and consistent with the regulations of the Advisory Council on Historic Preservation discussed below, these regulations allow the National Park Service to respond to agencies requesting determinations of eligibility so that they may identify historic properties for consideration in the NEPA process.

In our judgment, it is appropriate for agencies to meet their responsibilities under the National Historic Preservation Act, sections 1(3) and 2(b) of Executive Order 11593, and under NEPA by adhering to the Advisory Council's regulations and by following these determinations of eligibility regulations, which explain how and when to obtain determinations of eligibility.

To further assist Federal agencies in meeting their responsibility to consider historic properties under NEPA and in determining what properties should be subject to the determination of eligibility process, the Department of the Interior is publishing as a notice in the FEDERAL REGISTER criteria for the identification of historic properties and guidelines for the level of documentation to

accompany requests for determinations of eligibility. The criteria and guidelines have been developed pursuant to the Secretary of the Interior's responsibilities under section 2(k) of the Historic Sites Act of 1935, section 101(a) of the National Historic Preservation Act of 1966, as amended, and sections 3(b) and 3(f) of Executive Order 11593. The Department of the Interior recommends that agencies use these criteria and guidelines, which provide guidance on historic properties identification studies and the documentation of properties identified in such studies when they are advised by the State Historic Preservation Officer or the Department of the Interior that historic properties which have not yet been adequately identified, documented, and evaluated may exist in the project area.

The determination of eligibility process is also important to agency compliance with the Archeological and Historic Preservation Act of 1974 (Pub. L. 93–291; 16 U.S.C. 491 a–1). It is the opinion of the Department of the Interior that all the historic preservation responsibilities vested in Federal agencies should be exercised in a consistent and integrated manner. Properties containing significant scientific, historic, prehistoric, or archeological data must be listed in or determined eligible for inclusion in the National Register before the Department will participate in recovery under Pub. L. 93–291. The determination of eligibility process provides the mechanism whereby an agency can determine whether data worthy of recovery are threatened by its undertaking. Accordingly, notification of the Secretary of the Interior that an undertaking will result in the loss or destruction of significant data, pursuant to section 3(a) or 3(b) of Pub. L. 93–291, requires that, in cases where the property in question is not already listed in the National Register, the agency first determine, through the process described below, whether the property is eligible for the National Register and therefore contains significant data.

Federal agencies with broad land management responsibilities or involvements with community or regional planning may need general advice concerning the identification and evaluation of historic properties. These agencies may conduct predictive reconnaissance surveys and other studies that result in documentation of historic property at levels insufficient to permit definitive determinations of eligibility to be made. In addition to the guidance provided in the criteria for the identification of historic properties, published as a notice in the FEDERAL REGISTER, the Secretary of the Interior will respond to requests from Federal agencies and the Advisory Council for professional advice concerning reconnaissance surveys and other kinds of preliminary studies to assist agencies in obtaining the Advisory Council's comments and to provide specific advice on obtaining adequate information on historic properties as part of the planning process.

Under 36 CFR Part 63, determination of eligibility do not constitute listing in the National Register. Accordingly, this process does not include any form of notice to property owners or others, although the Department of the Interior recommends that agencies advise property owners when their property is being evaluated as part of the Federal planning process. Identifying elements of the historic environment is not a Federal action that requires such notices; it should be a routine part of the agency's consideration of historic properties as part of the total environment. Properties determined to be eligible will be published regularly in the FEDERAL REGISTER.

One category of properties determined eligible by the Secretary of the Interior was not covered in the April 27, 1976, notice of proposed rulemaking. In addition to properties determined eligible at the request of Federal agencies under sections 2(b) and 1(3) of Executive Order 11593, as implemented by the regulations of the Advisory Council on Historic Preservation, the Department of the Interior has previously determined the eligibility of properties nominated to the National Register by Federal agencies under section 2(a) of the Executive order prior to returning the nominations of these properties to the agency for technical or professional revision, when such revision is necessary. These determinations of eligibility have been published in the FEDERAL REGISTER along with determinations made under sections 2(b) and 1(3) of the Executive order. These determinations have been made for the convenience of Federal agencies so that they would have an expeditious assessment of the eligibility of properties under their jurisdiction or control and to provide protection under the Advisory Council's regulations (36 CFR Part 800) until the nomination is resubmitted and the property is formally listed in the National Register.

Determinations of eligibility will continue to be made on such properties when sufficient information exists to establish the property's significance and its eligibility for the National Register. Nominated Federal properties already determined eligible under this provision and published as such in the FEDERAL REGISTER will continue to be published as eligible.

The National Register of Historic Places regulations at 36 CFR Part 60, § 60.17, provide that a property nominated by a State or Federal agency will be removed from the National Register if it is found that the regulations for nomination and/or listing were not followed for the property. A provision has been added to the regulations for requesting determinations of eligibility which makes clear that properties removed from the National Register solely for deficiencies in the nomination and/or listing process shall automatically be considered as eligible for inclusion in the National Register without further action and shall be listed as such in the FEDERAL REGISTER.

It has been the experience of the Department of the Interior that occasionally circumstances warrant determinations of eligibiltiy by the Secretary so as to assist in protection of historic resources where no request from a Federal agency has been received. An example is where the Federal planning process may have overlooked a historic resource or the Secretary disagrees with the opinion of an agency on the eligibility of a property for listing in the National Register. In such circumstances, it is the responsibility of the Secretary of the Interior to make determinations of eligibility to affirmatively assist in the preservation of the Nation's historic resources pursuant to the National Historic Preservation Act of 1966, as amended. The Secretary would not, however, exercise such authority when a Federal planning process that will recognize all eligible historic resources is in process. Section 63.4(c) generally describes the procedures for such actions.

This rulemaking is developed under the general authority of the National Register of Historic Places program as it appears at section 2(k) of the Historic Sites Act of 1935, 16 U.S.C. 462(k) (1970 ed.), and section 101(a)(1) of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470(a)(1) (1970 ed.) and sections 3(b) and 4(f) of Executive Order 11593. In preparing these regulations and reviewing the National Register program, the intent, requirements and spirit of the National Environmental Policy Act of 1969 (Pub. L. 91–190, 42 U.S.C. 4321–4347) have been carefully considered. As established by the National Historic Preservation Act of 1966 and expanded by Executive Order 11593, these programs have as their purpose the identification, protection, and enhancement of the Nation's historic, architectural, and archeological properties and their consideration in the planning process. It has been administratively determined that this rulemaking is not a major Federal action significantly affecting the quality of the human environment; however, the National Park Service has prepared an environmental assessment which is on file in the Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240. It has been administratively determined that this proposed rulemaking is not "major" within the intent of Executive Order 11821 (39 FR 41501, November 27, 1974) and that an inflationary impact certification is therefore not required.

DISCUSSION OF MAJOR COMMENTS, ACTIONS INVOLVING NONFEDERALLY OWNED PROPERTY

Several comments were deceived concerning the applicability of the determination of eligibility regulations to actions involving nonfederally owned property. As previously mentioned, section 1(3) of Executive Order 11593 directs that Federal agencies "in consultation with the Advisory Council on Historic Preservation institute procedures to assure that Federal plans and programs contribute to the preservation and en-

hancement of nonfederally owned sites, structures, and objects of historical, architectural, or archeological significance." The National Historic Preservation Act of 1966, as amended, directs Federal agencies to take into account the effect of their undertakings on any district, site, building, structure, or object that is eligible for the National Register, as well as those which are already listed. It is the opinion of the Department of the Interior that identification and evaluation of nonfederally owned historic properties are prerequisites in assuring that such properties are considered in the Federal planning process. The determination of eligibility regulations, applied in conjunction with the guidelines for level of documentation to accompany requests for determinations of eligibility (published as a notice in the FEDERAL REGISTER), form a sound basis for the documentation and evaluation of such properties.

INFORMATION REQUIRED

A second area of concern was the amount of information required for the Department of the Interior to make a determination of eligibility on a property. A determination of eligibility is made on the basis of a description, statement of significance, maps, and photographs of a property. Although the guidelines published in the draft regulations as Appendix A provide a general standard for evaluating properties against National Register criteria, a determination can be made on the basis of less information than is recommended in these guidelines in some cases. Appendices A and B have been deleted from 36 CFR Part 63 and instead are now published as guidelines as a notice in the FEDERAL REGISTER. An introductory explanation has been added to the guidelines which emphasizes that, although each category of information is necessary to evaluate properties, many categories require only a very brief statement. In addition, much of the advice concerning documentation applies to a specific classification of properties. For example, for archeological sites, the description (VII) required would contain only the information in VII.B. Federal agencies should also coordinate closely with State Historic Preservation Officers concerning the kinds and depth of information necessary to evaluate properties. The special expedited process in § 63.3 to be applied when the agency and the State Historic Preservation Officer agree a property is eligible has also been revised to allow the State Historic Preservation Officer and the Federal agency more flexibility in determining when the information is sufficient to determine the eligibility of a property for listing in the National Register and to make a sound planning decision.

CLARIFICATION OF ROLES

The comments indicated that the roles of the Federal agency, the State Historic Preservation Officer, and private groups and citizens in the determination of eligibility process needed to be clarified. It must be emphasized that the Federal agency is responsible for identifying historic properties and considering them in the Federal planning process. The opinion of the State Historic Preservation Officer and his recommendations are advisory. The Federal agency should follow the determination of eligibility regulations in all cases where a potentially eligible property may be involved, even if the State Historic Preservation Officer has no opinion on the property. Only the Secretary of the Interior, or his designee, has the authority to make a definitive determination of a property's eligibility for the National Register.

WHAT CONSTITUTES A QUESTION?

Several comments expressed concern regarding the provision defining who may raise a question about whether a property meets National Register criteria. The information on which Federal agencies make planning decisions should be as accurate as possible if these decisions are to be in the public interest. To this end, the Department of the Interior urges Federal agencies to consider information on potentially eligible properties from private groups and citizens as well as from the State Historic Preservation Officer.

Comments were received that the Department of the Interior should advise a Federal agency that a question exists concerning the eligibility of a property involved in its projects or plans and that a determination of eligibility request would therefore be appropriate only on the basis of documentation concerning the property. To answer this concern, a sentence has been added to § 63.2(c) which states that the Department of the Interior may receive documentation and make onsite inspections on properties on which there may be a question.

One department objected to referring questions to the Secretary of the Interior when the agency and the State Historic Preservation Officer agreed a property was not eligible for the National Register. This department has urged the Secretary to make unilateral determinations of eligibility in cases where the Secretary disagrees with an opinion on the eligibility of a property for listing in the National Register rather than writing the agency and urging that the agency request a determination of eligibility.

Accordingly, the regulations have been modified to state that the Secretary of the Interior may reverse findings on eligibility made by the Federal agency and the State Historic Preservation Officer based upon an investigation by the Keeper of the National Register and an onsite inspection of the property in question. In such cases, the Secretary, through the Keeper of the National Register, will make a determination of eligibility on the property in question in accord with § 63.4(c), a new section describing this process.

The Department of the Interior will also continue to provide general advice concerning the identification of historic properties and bring to the attention of Federal agencies any information received from the public regarding potential properties in the area affected by a Federal project.

IDENTIFICATION LATE IN THE PLANNING PROCESS

One Federal agency expressed a related concern about situations where potentially eligible properties are identified late in the planning process and suggested that the Department of the Interior define a specific point in project planning after which a question on the eligibility of a property for the National Register cannot be raised. We believe that application of these procedures by Federal agencies early in the planning process will help to avoid problems. The Department of the Interior acknowledges that project planning which did not include adequate identification and evaluation of historic properties may present difficulties; however, the Department of the Interior does not have the responsibility and does not believe it appropriate under the National Historic Preservation Act to define a cutoff time in the Federal planning process after which historic properties should not be identified and considered. It is also the position of the Department that identification of historic properties must be based on professional evaluations of significance rather than on project planning considerations. The Department believes that even in cases where an agency's options in dealing with properties discovered late in the planning process may be limited, it is important for agencies to have full information about the value of historic properties.

TIME PERIODS

A significant number of agencies objected to § 63.2(d) (now (e)) allowing the Chief of the Office of Archeology and Historic Preservation (now the Keeper of the National Register of Historic Places) "a reasonable period of time" to respond to an agency's request for a determination of eligibility, and recommended that a specific time frame be provided. Consequently, § 63.2(e) has been revised to allow the Keeper 45 days in which to respond to a "documented request." If the documentation is inadequate, the agency will be advised of the additional information necessary for the Keeper to evaluate the property and the Keeper will respond within 45 days of receipt of the additional information requested on the property. Similarly, concern was expressed that the two weeks from receipt of a letter from the Keeper requesting the opinion of the State Historic Preservation Officer was insufficient for the State Historic Preservation Officer's response. Recognizing the workload of most State Historic Preservation Officers and the uncertainties of mail delivery, the Department of the Interior has extended this two week period in § 63.2(e) to three weeks from the State Historic Preservation Officer's receipt of a letter from the Keeper of the National Register.

SPECIAL PROCEDURES

Most of the comments on § 63.3 "Special Procedures to be Applied When the

Agency and the State Historic Preservation Officer Agree a Property is Eligible" said that this process was too complicated. Comments recommended that Federal agencies should be able to complete compliance with the Advisory Council's regulations (36 CFR Part 800) immediately in cases where both an agency and the State Historic Preservation Officer agree a property is eligible and sufficient information is available about the property to make a planning decision through the Advisory Council regulations. Several agencies also commented that direct mail notification of the Secretary's determinations under this section should be provided as well as publication in the FEDERAL REGISTER.

As a result of these comments, the Department of the Interior has further streamlined the procedure outlined in § 63.3 by requiring only that either the Federal agency or the State Historic Preservation Officer forward to the Keeper of the National Register a letter signed by the agency stating that the agency and the State Historic Preservation Officer agree that the property is eligible for the National Register and a statement signed by the State Historic Preservation Officer that in his opinion the property is eligible for the National Register. Either the letter from the agency or the statement of the State Historic Preservation Officer must contain a substantive discussion describing the property, its specific boundaries, and its significance under the National Register criteria and a statement concerning why the property is eligible for listing in the National Register. These determinations will be reviewed by the Department. Full documentation on properties that the agency and the State Historic Preservation Officer agree are eligible and which are determined eligible in accord with the provisions of § 63.3 will not be forwarded to the Keeper for review but will be kept on record by the agency and the State Historic Preservation Officer. The National Register will publish such positive determinations in the FEDERAL REGISTER and will also send a written acknowledgment upon receipt of this positive determination letter and statement to both the agency and the State Historic Preservation Officer. The agency may proceed immediately to complete compliance with the Advisory Council's regulations after agreeing with the State Historic Preservation Officer that the property is eligible and sending its statement and the State Historic Preservation Officer's opinion to the Keeper. The Department of the Interior would like to emphasize that this expedited procedure puts additional responsibility on the Federal agency to assure that sufficient information is known about a property to make sound planning decisions through the Advisory Council's regulations.

STATUS OF PROPERTIES IN THE DETERMINED ELIGIBLE CATEGORY

Several comments suggested that the "determined eligible" status needs to have an automatic expiration date if the property is not formally nominated. Maintenance of two separate lists of "determined eligible" and "listed" properties was considered by some to be confusing. Because it is impossible to estimate how long a Federal project affecting a property will take or exactly when it is decided what will happen to a property, the Department of the Interior rejected the concept of an automatic expiration date for eligible properties. Furthermore, such properties remain eligible for the National Register until they lose those qualities which originally qualified them for the National Register.

To answer the concerns raised in these comments, the Department of the Interior has added a new § 63.6 which provides for the annual review of properties determined eligible by the Keeper of the National Register. The Advisory Council on Historic Preservation has advised the Department of the Interior that, wherever possible, its memorandums of agreement will provide for the formal nomination of properties determined eligible within a specific time period. Under the new § 63.6 the Keeper of the National Register will obtain from the Advisory Council on Historic Preservation information on decisions made concerning the property in accord with a memorandum of agreement under the Advisory Council's "Procedures for the Protection of Historic and Cultural Properties."

If there is no memorandum of agreement, or if no provision has been made in the memorandum of agreement for nomination of the property and provided the property retains the characteristics which made it eligible for the National Register, the Keeper of the National Register will request the agency or the State Historic Preservation Officer as appropriate, to nominate the property to the National Register within six months of receipt of such request.

Accordingly, notice of a proposed Part 63 of Chapter I of Title 36 of the Code of Federal Regulations is hereby given and interested persons may submit written comments on or before October 21, 1977. However, as Federal agencies are in current need of definitive guidance on determinations of eligibility, the following regulations are considered to be adopted immediately as interim regulations pending final publication.

The primary authors of these regulations are Carol Shull, Historian, and Jan Thorman, Architectural Historian, National Register of Historic Places, Telephone 202-523-5483.

Sec.

63.1 Purpose and authorities.
63.2 Determination of eligibility process.
63.3 Procedures to be applied when the agency and the State Historic Preservation Officer agree a property is eligible.
63.4 Other properties on which determinations of eligibility may be made by the Secretary of the Interior.
63.5 FEDERAL REGISTER publication of properties determined eligible.
63.6 Review and nomination of properties determined eligible.

AUTHORITY: Sec. 2(k), Historic Sites Act of 1935, 16 U.S.C. 462(K) (1970ed), Sec. 101(a)(1), National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470(a)(1) (1970 ed), Secs. 3(b) and 4(f), E.O. 11593.

§ 63.1 Purpose and authorities.

(a) These regulations have been developed to assist Federal agencies in identifying and evaluating the eligibility of properties for inclusion in the National Register. The regulations explain how to request determinations of eligibility under section 2(b) of Executive Order 11593 and the regulations of the Advisory Council on Historic Preservation (36 CFR Part 800) for implementation of sections 1(3) and 2(b) of Executive Order 11593 and the National Historic Preservation Act of 1966, as amended. Federal agencies request determinations of eligibility in considering historic properties on lands under their jurisdiction or control or on lands to be affected by proposed actions.

§ 63.2 Determination of eligibility process.

The Department of the Interior will respond within 45 days of receipt of a documented request for a determination of eligibility from a Federal agency when it is submitted in accordance with the following regulations and is accompanied by documentation that clearly portrays the nature and significance of the property.

(a) The agency shall consult the State Historic Preservation Officer as the first step in identifying historic properties for information concerning:

(1) Properties listed in the National Register.

(2) Properties in the process of nomination to the National Register.

(3) Properties determined eligible by the Secretary of the Interior for listing in the National Register.

(4) Any other available information that would assist in identifying properties in the area affected by the proposed action.

(b) If the State Historic Preservation Officer has inadequate information to document the presence or absence of historic properties in the project area, the Federal agency should refer to the Department of the Interior's criteria for the identification of historic properties and the guidelines for level of documentation to accompany requests for determinations of eligibility for inclusion in the Nation Register published as a notice in the FEDERAL REGISTER.

(c) The agency shall, in consultation with the State Historic Preservation Officer, apply the National Register Criteria for Evaluation contained in 36 CFR 60.6 to all potentially eligible properties that may be affected by the proposed action. If a property appears to meet the Criteria and the State Historic Preservation Officer agrees, the agency should follow the procedures in § 63.3. If there is a question whether the Criteria are met, the agency shall complete the procedures in § 63.3(d). A question on whether a property meets the Criteria exists when the agency and the State Historic Preservation Officer disagree or when the agency determines that a question exists.

The Department of the Interior will provide general and specific advice concerning the identification of historic properties and will bring to the attention of a Federal agency any information received from the public regarding potential historic properties in the area affected by its plans or projects.

(d) The agency shall submit a letter of request for a determination of eligibility with a description, statement of significance, photographs, and a map, or a statement in accord with § 63.3 below, if applicable, directly to the Keeper of the National Register, National Park Service, Department of the Interior, Washington, D.C. 20240. If available, the opinion of the State Historic Preservation Officer on the eligibility of the property should also be forwarded with the request.

(e) The Keeper, National Register, will respond in writing to the agency's request within 45 days of receipt of a documented request submitted in accord with § 63.2(d) of these procedures. If the opinion of the State Historic Preservation Officer is not included with the request, the Keeper of the National Register will provide to the State Historic Preservation Officer a copy of the request and will ask for his opinion on the property. If the Keeper does not receive the State Historic Preservation Officer's response within three weeks of the State Historic Preservation Officer's receipt of a letter from the Keeper requesting an opinion, the Keeper will proceed with the determination and will inform the agency that the State Historic Preservation Officer did not give an opinion. If the Keeper of the National Register determines that documentation submitted with the request is not sufficient to make a professional evaluation of the significance of the property, he will advise the agency in writing of the additional information needed. The Keeper of the National Register will respond to the agency's request within 45 days of receipt of documentation on the property requested by the Keeper.

§ 63.3 Procedures to be applied when the Agency and the State Historic Preservation Officer agree a property is eligible.

If during the consultation described in § 63.2(c), both the agency and the State Historic Preservation Officer agree that a property meets the Criteria, the Federal agency or the State Historic Preservation Officer shall forward to the Keeper of the National Register (a) a letter signed by the agency stating that the agency and the State Historic Preservation Officer agree that the property is eligible for inclusion in the National Register, and (b) a statement signed by the State Historic Preservation Officer that in his opinion the property is eligible for the National Register. Either the letter or the statement must contain substantive information on the property, including a description, specific boundaries, its significance under National Register Criteria, and an explanation of why the property is eligible for listing in the National Register. The Keeper of the National Register shall give written notice of his determination to both the agency and the State Historic Preservation Officer within 10 working days of receipt. If the property has not been accurately identified and evaluated, the Keeper will inform the agency and the State Historic Preservation Officer within 10 working days and will recommend that the agency follow the process set forth at § 63.2. Notwithstanding such recommendation, the Federal agency or the Keeper of the National Register may consider the property eligible for the purpose of obtaining the Advisory Council on Historic Preservation's comments. Documentation concerning properties determined eligible for the National Register shall be kept on file by the agency and the State Historic Preservation Officer.

§ 63.4 Other properties on which determinations of eligibility may be made by the Secretary of the Interior.

(a) The Keeper of the National Register will make determinations of eligibility on properties nominated by Federal agencies under section 2(a) of Executive Order 11593 prior to returning the nominations for such properties to the agency for technical or professional revision or because of procedural requirements. Such determinations of eligibility will be made only if sufficient information exists to establish the significance of the property and its eligibility for the National Register.

(b) Any property or district removed from the National Register for procedural deficiencies in the nomination and/or listing process shall automatically be considered eligible for inclusion in the National Register without further action and will be published as such in the FEDERAL REGISTER.

(c) If necessary to assist in the protection of historic resources, the Keeper, upon consultation with the appropriate State Historic Preservation Officer and concerned Federal agency, if any, may determine properties to be eligible for listing in the National Register under the Criteria established by 36 CFR Part 60 and shall publish such determinations in the FEDERAL REGISTER. Such determinations may be made without a specific request from the Federal agency or, in effect, may reverse findings on eligibility made by a Federal agency and State Historic Preservation Officer. Such determinations will be made after an investigation and an onsite inspection of the property in question.

§ 63.5 Federal Register publication of properties determined eligible.

In addition to written notice to the Federal agency and the State Historic Preservation Officer, public notice of properties determined eligible for the National Register will be published in the FEDERAL REGISTER at regular intervals and in a cumulative annual edition usually issued in February. Determinations in accord with § 63.3 will be identified with an asterisk.

§ 63.6 Review and nomination of properties determined eligible.

The Keeper of the National Register will conduct an annual review of the condition of properties determined eligible for the National Register. The Keeper of the National Register will obtain from the Advisory Council on Historic Preservation information on decisions made concerning eligible properties in accord with memorandum of agreement under the Council's "Procedures for the Protection of Historic and Cultural Properties" (36 CFR Part 800). If there is no memorandum of agreement or if no provision has been made in a memorandum of agreement for nomination of an eligible property and if the property retains the characteristics that made it eligible for the National Register, the Keeper of the National Register will take the following steps:

(a) For a property owned by a Federal agency, or under the jurisdiction or control of the agency to the extent that the agency substantially exercises the attributes of ownership, the Keeper of the National Register will request the Federal agency to nominate the property to the National Register within six months.

(b) If the property is not under Federal jurisdiction or control, the Keeper of the National Register will request that the State Historic Preservation Office nominate the property to the National Register within six monhs.

(c) If the Keeper of the National Register determines that a property has lost the characteristics that made it eligible for the National Register, he will inform the State Historic Preservation Officer and the Federal agency and remove the property from the list of eligible properties.

Dated: September 8, 1977.

Approved:

WILLIAM J. WHELAN,
Director, National Park Service.

[FR Doc.77-27245 Filed 9-20-77;8:45 am]

DEPARTMENT OF THE INTERIOR

National Park Service

NATIONAL REGISTER OF HISTORIC PLACES

Publication Guidelines for Level of Documentation to Accompany Requests for Determinations of Eligibility for Inclusion in National Register

AGENCY: National Park Service, Interior.

ACTION: Guidelines for Level of Documentation.

SUMMARY: These guidelines provide information on the level of documentation to accompany requests for determinations of eligibility for inclusion in the National Register of Historic Places.

EFFECTIVE: Immediately.

ADDRESS: For further information contact Dr. William J. Murtagh, Keeper of the National Register, Office of Archeology and Historic Preservation, National Park Service, Department of the Interior, Washington, D.C. 20240 (202-523-5065).

SUPPLEMENTARY INFORMATION: These guidelines are being published contemporaneously with the interim rulemaking for 36 CFR Part 63—National Register of Historic Places, Determinations of Eligibility for Inclusion in the National Register. These guidelines were issued initially as Appendices A and B of the proposed 36 CFR Part 63, which was published in the FEDERAL REGISTER for comment on April 27, 1976. Comments were received on the draft regulations and those comments are discussed in the introduction to the final rulemaking for 36 CFR Part 63.

Comments received on the guidelines concerned the amount of information required for the Department of the Interior to make a determination of eligibility on a property. A determination of eligibility is made on the basis of a description, statement of significance, maps, and photographs of a property. Although these guidelines provide a general standard for evaluating properties against National Register criteria, a determination can be made on the basis of less information than is recommended in these guidelines in some cases. An introductory explanation has been added to the guidelines which emphasizes that, although each category of information is necessary to evaluate properties, many categories require only a very brief statement. In addition, much of the advice concerning documentation applies to a specific classification of properties. For example, for archeological sites, the description (VII) required would contain only the information in VII.B. Federal agencies should also coordinate closely with State Historic Preservation Officers concerning the kinds and depth of information necessary to evaluate properties.

Comments on Appendices A and B have been considered and incorporated as appropriate. The Department of the Interior has determined that these guidelines should be published in the FEDERAL REGISTER to assist Federal agencies in identifying and documenting historic properties as part of their responsibilities under the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470(a)(1) (1970 ed.), Executive Order 11953; the Environmental Policy Act of 1969 (Pub. L. 91-291; 16 U.S.C. 491 a-1). The Department of the Interior recommends that Federal agencies use these guidelines in documenting historic properties and in requesting determinations of eligibility as part of their project or program planning responsibilities. Because the Department has determined that they are guidelines, and not regulations, they will appear in the FEDERAL REGISTER but not in the Code of Federal Regulations.

These guidelines are developed under the general authority of the National Register of Historic Places program as it appears at section 2(k) of the Historic Sites Act of 1935, 16 U.S.C. 464(k) (1970 ed.), and section 101(a)(1) of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. 470(a)(1) (1970 ed.) and sections 3(b) and 3(f) of Executive Order 11593.

GUIDELINES FOR LEVEL OF DOCUMENTATION TO ACCOMPANY REQUESTS FOR DETERMINATIONS OF ELIGIBILITY FOR INCLUSION IN THE NATIONAL REGISTER

These regulations provide standards to which Federal agencies may refer in the preparation of the basic documentation (description, statement of significance, maps and photographs, and the opinion of the State Historic Preservation Officer) necessary to evaluate the eligibility for the National Register of districts, sites, buildings, structures, and objects. Where possible this documentation should be prepared by professionals in the fields of history, architectural history, architecture, and archeology. Although in some cases a determination of eligibility can be made on less information, the Department of the Interior recommends these guidelines as a general standard for the amount and kinds of documentation necessary to evaluate properties against the National Register criteria. The categories of information here are those required for nomination of properties to the National Register. Documentation submitted with determination of eligibility requests may be recorded on National Register nomination forms, although such forms are not required. If the information on the property has been compiled through a survey, the agency should submit the survey report as part of the documentation. Information included in the survey report or in other material need not be recorded in the format suggested in these guidelines. As long as the basic categories of information are provided, the agency may use any format for submitting this documentation which it finds convenient. Each category should be provided:

I. Request for determination.
II. Property name.
III. Location.
IV. Classification: district, site, building, structure, or object.
V. Ownership.
VI. Representation in Existing Surveys.
VII. Description.
VIII. Significance.
IX. Bibliography.
X. Geographical Data, Maps, and Acreage.
XI. Photographs.
XII. Individual(s) compiling documentation.
XIII. Opinion of the State Historic Preservation Officer.

Many of these categories require only a very brief statement. Special attention should be given to VII. Description and VIII. Significance. Much of the guidance under VII and VIII applies to a specific classification of resource. Not all this information is required for each classification (building, site, district, structure, object).

I. REQUEST FOR DETERMINATION OF ELIGIBILITY

The name and address of the agency and the agency official making the request should appear in the letter of request or as part of the documentation. Communities requesting determinations of eligibility in accord with the "Environmental Review Procedures for Community Development Block Grant Program" (24 CFR 58) should certify that the request is made as part of planning for a community development block grant project.

II. PROPERTY NAME

A. *Historic Name.* 1. Original owner or builder.

2. Significant persons or events associated with the property.

3. Innovative or unusual characteristics of the property.

4. Accepted professional, scientific, technical, or traditional names.

B. *Common Name.* This is the name by which the property is known locally.

C. *Archeological Site Name.* Archeological sites are generally named for the project, a nearby geographic feature, an aspect of cultural significance, the owner of the property, etc. For an archeological site with no name, use the numbering system in use in the State. The State site number should also be appended to the designation of a named site for cross-reference purposes.

III. LOCATION

Include the number and the name of the street or road on which the property is located. If the road has a number rather than a name, indicate whether it is a Federal, State, or country road. If a property does not have a specific address, give the names of the nearest roads. For rural properties and others without specific street addresses, precise location may be specified by indicating the side of the road (North, South, East, or West) and exact distance from nearest intersection (North, South, East, or West). If a property is rural and in the vicinity of a town or city, this should be indicated. In the case of a historic district or similarly complicated property, inclusive street address numbers for all the properties within the district should be given.

IV. CLASSIFICATION

A. *Categories.* Classify the property in the appropriate category if possible. If it is unclear what category is appropriate, this should be indicated. Agencies may, for example, request assistance in determining whether properties should be considered individually or together as a district.

1. A "district" is a geographically definable area, urban or rural, possessing a significant concentration, linkage or continuity of sites, buildings, structures, or objects which are united by past events or aesthetically by plan or physical development. A district may also be comprised of individual elements which are separated geographically but are linked by associations or history.

2. A "site" is the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure whether standing, ruined, or vanished, where the loca-

tion itself maintains historical or archeological value regardless of the value of any existing structures.

3. A "building" is a structure created to shelter any form of human activity such as a house, barn, church, hotel, or similar structure. "Buildings" may refer to a historically related complex, such as a courthouse and jail or a house and barn.

4. A "structure" is a work made up of interdependent and interrelated parts in a definite pattern or organization. Constructed by man, it is often an engineering project large in scale.

5. An "object" is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

B. Some properties may be most properly classified within two or more of the categories given above.

V. OWNERSHIP

Give the name of the owner of the property. Indicate "multiple ownership" for districts.

VI. REPRESENTATION IN EXISTING SURVEYS

Identify local, State, or Federal historic resource surveys that include or refer to the property in question. Include name of survey, date, and person or organization that conducted the survey. Federal surveys other than the National Register include, but are not limited to, the Historic American Buildings Survey, the Historic American Engineering Record, and the National Survey of Historic Sites and Buildings (National Historic Landmarks Program).

VII. DESCRIPTION

Description of the physical appearance and condition of a property is important in making an accurate assessment of its significance. To be useful, the description of the property should use appropriate professional terminology and should be concise, factual, detailed, and well organized.

A. *Buildings, structures, or objects* should be described in detail. Marcus Whiffen's "American Architecture Since 1780: A Guide to the Styles" (The M.I.T. Press, Cambridge, 1969) provides a standard guide to American architectural styles and should be consulted when questions of terminology arise. If local terms or styles are used, they should be accompanied by a description or explanation. Unique details or unusual features should be pointed out and should be visible in the accompanying photographs. The description of a building should include the following kinds of information where applicable:

1. Kind of structure (dwelling, church, commercial, etc).

2. Building placement (detached, row, etc.).

3. General characteristics:

a. Overall shape or plan (rectangle, ell, etc.).

b. Number of stories.

c. Number of vertical divisions or bays.

d. Construction materials (brick, frame, stone, etc.) and wall finish (type of bond, coursing, shingle, etc.).

e. Roof shape (gable, hip, shed, etc.).

4. Specific Features—location, number, and appearance of: (a) Porches (verandas, stoops, attached sheds, etc.), (b) windows; (c) doors; (d) chimneys; (e) dormers.

5. Important decorative elements.

6. Significant interior features.

7. Number, type, and location of outbuildings, as well as dates, if known.

8. Other manmade elements (roadways, contemporary structures, landscaping included within the area).

9. Information on moved properties: (a) Date of move; (b) descriptions of original and present locations; (c) explanation of the effect of the move on the historic integrity of the property.

10. Known alterations or changes to the property over time and dates if available. A restoration is considered an alteration even if an attempt has been made to restore the property to its original form. In cases involving numerous alterations it would be helpful to include a floor plan with the submission.

11. Guidance in compiling information on industrial or engineering structures may be obtained by consulting the Historic American Engineering Record, National Park Service, Department of the Interior, Washington, D.C. 20240.

B. *Archeological site* descriptions should include the following information:

1. Site type (e.g., midden, rockshelter, flake scatter, historic factory, etc.).

2. A description of the site including its immediate environment, using standard archeological terminology. If local terms are used, they should be defined. The following data should be included.

a. Boundaries of the site and methods by which these boundaries have been defined.

b. The immediately surrounding environment, both as it probably was when the site was in use and as it is today.

c. Any disrupting influences (urban development, roads, agriculture) at work on or immediately around the site.

d. Descriptions (or summaries) of known data on internal characteristics: stratigraphy, artifact classes and their distribution, structural remains, etc.

e. Extent and nature of any excavation, testing, surface collecting, etc.

f. Descriptions of any standing or ruined structures or buildings that might be of architectural or historic importance.

3. A list of pertinent previous investigations a the site, if any, indicating dates, institutions, or organizations responsible, and bibliographic references.

4. Quality and intensity of survey that resulted in recording the site; any limitations this may impose on the data available for purposes of evalutaion.

C. *Historic site descriptions* should include discussion of the present condition of the site and its environment. The integrity of the site—the degree to which the setting is a visual reminder of the events and activities that took place there—is very important and should be thoroughly discussed in the submission.

D. *District*—1. *Architectural and historic district* descriptions should include the following kinds of information, as appropriate:

a. General description of the natural and manmade elements of the district: structures, buildings, sites, objects, prominent geographical features, density of development.

b. General description of types, styles, or periods of architecture represented in the district: scale, proportions, materials, color, decoration, workmanship, design quality.

c. General physical relationships of buildings to each other and to the environment: facade lines, street plans, squares, open spaces structural density, plantings, important natural features; changes in the relationships over time. Some of this information may be provided on a sketch map.

d. General description of the district during the period(s) when it achieved significance.

e. Building types found in district: commercial, residential, etc.; present and original uses of buildings and land.

f. General condition of buildings: restoration or rehabilitation activities, alterations.

g. Approximate number of buildings in district or a good indication of size of district.

h. Intrusions: include ratio and size of intrusions compared to the number of buildings within the district.

i. Qualities that made the district distinct from its surroundings.

j. A list of significant pivotal buildings within the district, with short descriptions where appropriate.

k. Precise verbal boundary description: streets, property lines, inclusive street addresses, geographical features, etc., which separate the district from its surroundings.

l. If the district also has qualities of an archeological nature, the information indicated under 4 below should be provided.

2. *Industrial district* descriptions, in addition to the information listed should include:

a. General description of the industrial activities and processes taking place within the district, important natural and geographical features, power sources;

b. General description of original machinery still in use; and/or

c. General description of linear systems within district (canals, railroads, roads) and their terminal points with approximate length and width of area to be encompassed in district.

3. *Rural district* descriptions, in addition to the information listed above, should include:

a. General description of geography and topographical features (valleys, vistas, etc.) that convey a sense of cohesiveness; and/or

b. General description of the outbuildings and other examples of vernacular rural architecture within district boundaries.

4. *Archeological district* descriptions should include:

a. General description of the natural and manmade elements of the district: structures, buildings, sites, objects, prominent geographical features, density of development.

b. A statement of the date, level, and kind of archeological survey that has been done in the district.

c. A list of archeological properties within the district, including their locations. Data on individual sites, as required by section VII. B, should be appended.

d. A statement of the cultural, historic or other relationships among the sites within the district that make the district a cohesive unit for investigation.

e. A summary of the nature and level of damage the sites within the district have received or are receiving.

f. A statement of the extent to which the intersite relationships that give the district its cohesion remain intact.

VIII. SIGNIFICANCE

A. *Summary statement of significance.* A statement of significance identifies qualities of the property that may make it eligible for listing in the National Register. A concise opening paragraph summarizing the possible importance of the property being considered should be followed by a more detailed account of the events, personalities, prehistoric or historic occupations, or activities associated with the property. This concise history of the property should be directed to a whole property, rather than some functional segment. Thus, it is inappropriate to discuss a mound and not an associated village, burial area, etc., or to submit a house and not the associated outbuildings, etc.

A statement of significance should attempt to relate the property to a broad historical, architectural, archeological, or cultural context: local, regional, State, or national. For example, if a community has a number of neighborhoods with the same or similar qualities as the one being evaluated, this information should be included in the documentation. Any quoted material which appears in this section or the description should be footnoted. Quotations taken out of context must faithfully represent the meaning of the original source. Supplemental information, such as newspaper articles,

letters from professional historians, architects, architectural historians, or archeologists, etc., may also be submitted as appropriate. The statement of significance for properties that are less than 50 years old; moved; reconstructed; cemeteries and grave sites; birthplaces; primarily commemorative in nature; or owned or used by religious institutions should address the specific exceptions set forth in the National Register criteria.

B. *Period(s) and Area(s) of significance.* Identify the area(s) and period(s) with which the property's significance is associated. This may mean date of construction, major alterations, or association with an individual, event, or culture, etc. For some archeological properties, assignment to a very general time period or periods may be sufficient.

The following areas of significance are listed on National Register forms. Agencies may find it helpful to consider these areas in identifying and evaluating properties:

Archeology-Prehistoric: The scientific study of life and culture of indigenous peoples before the advent of written records.

Archeology-Historic: the scientific study of life and culture in the New World after the advent of written records.

Agriculture: farming, livestock raising, and horticulture.

Architecture: the style and construction of buildings and structures.

Art: concerning creative works and their principles; fine arts and crafts. Do not include architecture, sculpture, music, or literature here; specific categories are established for these areas.

Commerce: production and exchange of goods and the social contracts thereby encouraged.

Communications: art or science of transmitting information.

Community Planning: the design of communities from predetermined principles.

Conservation: official maintenance or supervision of natural or manmade resources.

Economics: the science that deals with the production, distribution, and consumption of wealth.

Education: formal schooling or the methods and theories of teaching or learning.

Engineering: the applied science concerned with utilizing products and sources of power for supplying human needs in the form of structures, machines, etc.

Exploration/Settlement: the investigation of regions previously unknown; the establishment of a new colony or community.

Industry: enterprises producing goods and services.

Invention: something originated by experiment or ingenuity. (Properties connected with the inventors themselves would be classified here.)

Landscape Architecture: the art or practice of planning or changing land and water elements for the enhancement of the physical environment.

Literature: the production of writings, especially those of an imaginative nature.

Military: concerning the armed forces and individual soldiers.

Music: the art of combining vocal or instrumental sounds or tones.

Philosophy: system of principles for the conduct of life; the theory or analysis of the principles underlying thought or knowledge and the nature of the universe.

Politics/Government: an established system of political administration by which a nation, State, district, etc., is governed and the processes which determine how it is to be conducted.

Religion: systems and expressions of belief in a suprahuman power that have made a contribution to the pattern: of culture.

Science: a systematic study of nature.

Sculpture: the art of forming material into three-dimensional representation.

Social/Humanitarian: concerning human beings living together in a group or the promotion of the welfare of humanity.

Theater: the dramatic arts and the places where they are enacted.

Transportation: concerning the work or business or means of conveying passengers or materials.

C. Additional facts to be included on specific categories of properties, as appropriate:

1. *Buildings, structures, or objects.* a. The architect or builder, if known.

b. Historically significant events and/or patterns of activity.

c. Data concerning individuals significantly associated with the property.

d. Consideration of any possible archeological significance present.

2. *Sites.* a. A statement of the kinds of information known or thought likely to be present in the property; types of data that might be recovered if the property were thoroughly investigated by archeologists, art historians, architectural historians, or other appropriate scholars. Some categories of information will be directly observable; others can be inferred based on knowledge of similar properties that have been extensively investigated. Reasons for believing that given categories of information are present and have been preserved in the property should be given.

b. A statement of the relationships between the information believed to be present in the property and topics that might be studied there; i.e., what kinds of research could be done using the information known or thought to be present in the property.

3. *Architectural and historic districts.* a. Concise statement of why the district may be significant.

b. Origins and historical development of the district; inclusive dates, architects, builders, designers, planners; relationships of district to historic development of the area.

c. General analysis of architectural styles or periods. If possible, relate the architecture in the district to the architectural resources of the area.

d. Significant people or events associated with the district as a whole or with individual elements within the district.

e. Preservation and/or restoration activities in the district (if considered to contribute to the significance for which the district is submitted).

f. Effect of intrusions on the integrity of the district.

g. Explanation of how district boundaries were chosen. Considerations may include the presence of a natural barrier or edge, such as a highway or new development, change in character of the area, or decline in concentration of significant properties to the point where the integrity of the district has been lost. (You may wish to refer to qualities discussed under VII. D. 1. k.). If the area on which the determination request is made appears to be only part of a larger district, this should be noted with an explanation (for example, the project may affect only part of the district). If possible the relationship of this part of the district to the whole should be discussed.

h. Consideration of any possible archeological significance present in the district.

4. *Archeological districts.* a. A summary statement concerning the significance of individual properties within the district. (Data on individual properties meeting the standards set forth in VIII. C. 2).

b. A concise statement of the characteristics that give the district cohesion as a unit for study; what categories of data might be derived from study of the district that would not be derived from the study of individual properties within it?

c. A concise statement explaining the scientific and/or interpretive yield or potential of the district in terms of the cultural and natural contexts or interrelationships described in VII. D. 4. d.

d. Consideration of any possible architectural or historic significance present in the district, above and beyond its value for information purposes.

e. An explanation of how district boundaries were chosen should be included. Considerations may include presence of a natural geographic barrier, such as a river or drainage divide; a project boundary if this delineates a group of resources which conform to the definition of a district given above; manmade features such as a highway or other structure; or decline in settlement density.

D. Federal agencies should attempt to answer the following questions when seeking to determine whether a property meets National Register criteria.

1. *Building, structure, object.* a. If a building or structure is submitted for its architectural qualities, does it retain enough of its significant design, aspect, or feeling to be recognizable? If not, could the important elements of design or appearance be restored? (This does not mean that buildings which have additions or alterations are not eligible, as they may reflect later significant styles and design).

b. If a building or structure is submitted for historical associations, does the existing building have an identifiable relationship to the history described? Does it retain sufficient integrity to convey the feeling of the historical period when it achieved significance?

c. If a building or structure is significant because of its association with an individual, how long did that individual live there, or how long was he associated with the building, and during what period of his life? Are there other properties in the vicinity which also have strong associations with the individual? If so, the significance of the property in question should be compared to the significance of these other properties.

d. If a building, structure, or object is submitted for its archeological associations, does it contain attributes that are amendable to study in order to extract important information about history or prehistory? For example, has it been rebuilt or added to in ways that reveal changing concepts of style or beauty? Does it contain tools, equipment, furniture, trash or other materials whose distributions could be studied to learn about the social organization of its occupants, their relations with other people and groups, their daily lives, etc.?

e. Does the building, structure, or object have an unusually important association with its location?

f. If the building or structure is no longer at its original location, are the reasons for the move fully explained? How does the new location affect the historical and architectural integrity of the building or structure?

g. What was the building or structure used for during the period it achieved historical significance?

2. *Site.* a. How does the site relate to the significant event, occupation, or activity that took place there?

b. How have alterations (destruction of original buildings, change in land use, changes in foliage or topography) affected the integrity of the site? (The site of a treaty signing which took place in a deep woods is probably not eligible if the area is now a suburban development).

c. If the site has been submitted for its archeological significance, has the site contributed or does it have a potential for contributing important information regarding

human ecology, culture history, or culture process? What is the potential information yield of the site, and how does this information potential relate to theories, problems, and research questions that could be or have been addressed in the region or elsewhere? Evidence supporting these evaluations of significance should be provided, including references to specific scholarly investigations.

d. Does an excavated site retain interpretive value or did the information yielded make a fundamental contribution to knowledge of American cultures, such that the act of investigation constituted a historic event? Sites already completely excavated are eligible only if the answers to these questions are positive.

3. *District* (in addition to the questions on individual buildings, structures, and objects). a. How does the district convey a sense of historic and architectural cohesiveness (through design, setting, materials, workmanship, association, etc.) Is this sense expressed in the statement of significance?

b. How do architectural styles or elements within the district contribute to the feeling of time and place?

c. How have significant individuals or events contributed to the development of the district?

d. How has the district affected the historical development of the overall community, region, or State?

e. What effect do intrusions have on the integrity of the district?

f. How were district boundaries chosen? (Considerations may include boundaries at specific time in history; the presence of a visual barrier or edge, such as a river, highway or new development; change in character of the area; or decline in concentration of significant properties to the point where the integrity of the district has been lost.)

g. Are the qualities that distinguish the district from its surroundings identified and described?

h. If the district has been submitted for its research value, do the sites or individual resources have cohesion as a unit for study or do they have an identifiable geographical relationship? Questions on individual sites under VIII. D. 2 above should also be answered for districts.

1. How does the district compare to other similar areas in the State, region, or locality?

4. *Industrial districts* (in addition to the questions above). a. How do the industrial functions or processes relate to the broader industrial or technological developments of the county, region, State, or the Nation?

b. How important are the entrepreneurs, engineers, designers, and planners who contributed to the development of the district?

5. *Rural* (in addition to the questions above). a. How are the elements of the rural district linked historically, architecturally, by function, or by common ethnic or social background?

IX. BIBLIOGRAPHY

The bibliography should contain a list of sources from which information on the property was compiled. General reference works on architecture, archeology, etc., should not be included unless they provide specific information which is of assistance in evaluating the property. Use standard bibliographical style, listing author, full title, date and location of publication, and publisher. For an article, list the magazine or journal from which it was taken, volume number and date. For unpublished manuscripts, indicate where copies are available. Interviews should be listed here with the date or interview.

X. GEOGRAPHICAL DATA, MAPS, AND ACREAGE

A map clearly locating the property within a city or broader context must accompany each request. A 7.5 or 15 minute series United States Geological Survey map, State highway map, or other suitable map will be acceptable. Latitude and longitude coordinates or UTM (Universal Transverse Mercator) reference points are useful in identifying the geographical location of properties. Photocopies of maps are acceptable provided they are clear and properly referenced. If the property is a district, a detailed sketch map should be included. The sketch map need not be precise in scale, but it should indicate:

A. All buildings, structures, or sites in the district.

B. Extent of district boundaries, carefully drawn.

C. Street and place names, including inclusive street numbers.

D. Highway numbers.

E. Architectural styles or periods, if appropriate.

F. Pivotal structures and important spaces (parks, squares, etc.).

G. Present type of district (mixed, residential, commercial, public, etc.).

H. Intrusions or other elements not contributing to the significance of the district.

I. North arrow (magnetic or true), if not printed on map.

J. Approximate scale.

K. Land use in rural district—woods, fields, swamps, etc.

L. Significant aspects of the natural environment, if appropriate. Sketch maps should also be provided for large archeological sites, indicating significant cultural features and intrusions. Maps of archeological districts should clearly indicate the areas within the district boundaries which have actually been surveyed. If portions of the districts have been inspected using different techniques or at different levels of intensity, this should be indicated on maps.

Acreage. The acreage of the property in question should also be given.

XI. PHOTOGRAPHS

Along with written documentation and maps, photographs form the basis of the Secretary of the Interior's determination of a property's eligibility for inclusion in the National Register. For this reason, photographs submitted should give an honest visual representation of the property and should illustrate those qualities discussed in the description and statement of significance. Photographs should be contemporary with the request for a determination of eligibility and should be identified in detail, giving the name and location of the property, view or detail shown, and direction of photo. Historical photographs may also be useful but are not required. Black and white glossy photographs are preferred since these are required for National Register nominations, but other photo formats are also acceptable. Xeroxed copies of photographs rarely provide sufficient detail to accurately portray a property and should therefore be avoided. The number of photographs required for a determination varies according to the complexity of the property:

A. *Individual buildings, structures, or objects.* Include only as many photographs as are necessary to depict the property clearly. One of the photographs should show the environment or context in which the property is located. Additions, alterations, intrusions, and dependencies should appear in the photographs. If the significance for which the property is submitted includes interiors or particular details, representative views should be included.

B. *Archeological Sites.* Photographs should document the condition of the property and, if relevant to the evaluation of significance, show artifacts that have been recovered and features present in the site. Drawings may be substituted for photographs of artifacts or other features where relevant and if it is not possible to take photographs. Site submissions must include at least one photograph, however, showing the physical environment and configuration of the site.

C. *Districts.* Districts should be represented visually in selected street, landscape, or aerial views. Include as many photographs as necessary to visually relate the essence of and the variety included in the district. Views of individual structures may not be necessary as streetscapes often reveal the architectural qualities of a district better than photographs of individual buildings. Pivotal structures, however, and elements which help define the quality of the district should be clearly shown. Streetscape views should include as many building types, styles, and uses as necessary to relate the variety of the district. Photographs of important topographical or spatial elements should be included, as well as representative types of intrusions in their settings. It is useful to indicate on the sketch map the location and direction of view of photographs. Views of archeological districts should show significant natural and/or cultural aspects of the environment and typical sites, structures, buildings, and objects.

XII. INDIVIDUAL(S) COMPILING DOCUMENTATION

Names and qualifications of persons directly involved in compiling information on the property should be submitted, as this information may be of assistance in the evaluation process. Addresses and phone numbers are also useful so that these individuals may be consulted if questions arise concerning the documentation.

XIII. OPINION OF THE STATE HISTORIC PRESERVATION OFFICER

A statement of the opinion of the State Historic Preservation Officer concerning the eligibility of a property for inclusion in the National Register should be included with the request, where possible. The following sample form letter may be a convenient format for submitting this opinion.

Sample form letter for:

Statement of the opinion of the State Historic Preservation Officer concerning the eligibility of a property for inclusion in the National Register.

I understand that the _____ is
agency
requesting the opinion of the State Historic Preservation Officer concerning the eligibility of _____ for inclusion in the Na-
property(ies)
tional Register and that my opinion may be submitted to the Secretary of the Interior with a formal request for a determination of eligibility on this property. This statement confirms that I have been consulted as part of the determination of eligibility process.

—(1) In my opinion, the property is eligible for inclusion in the National Register. Below is a justification for this opinion.

—(2) In my opinion, the property is not eligible for inclusion in the National Register. Below is a justification for this opinion.

—(3) I have no opinion and prefer to defer to the opinion of the Secretary of the Interior.

Justification and comments:

Signed: _____
State Historic Preservation Officer

_____
Date

Approved: June 10, 1977.

ERNEST ALLEN CONNALLY,
Acting Director,
National Park Service.

[FR Doc.77-27246 Filed 9-20-77;8:45 am]

federal register

WEDNESDAY, SEPTEMBER 21, 1977

PART III

INTERSTATE COMMERCE COMMISSION

■

EAST CAMDEN & HIGHLAND RAILROAD CO.

System Diagram Map

INTERSTATE COMMERCE COMMISSION

[AB 181 (SDM)]

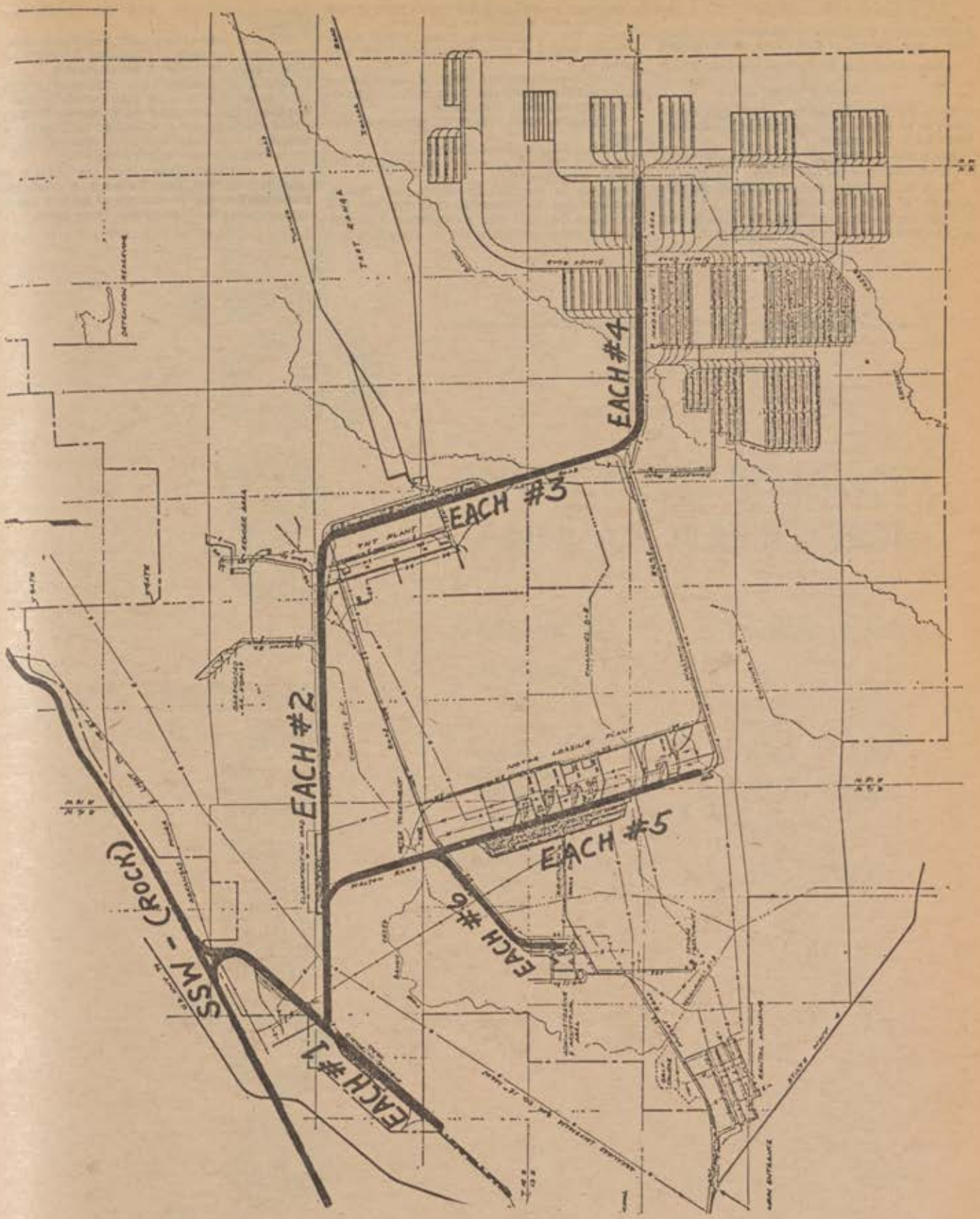
EAST CAMDEN & HIGHLAND RAILROAD CO.

System Diagram Map

Notice is hereby given that, pursuant to the requirements contained in Title 49 of the Code of Federal Regulations, Part 1121.22, that the East Camden & Highland Railroad Co., has filed with the Commission its color-coded system diagram map in docket No. AB–181 (SDM). The maps reproduced here in black and white are reasonable reproductions of that system map and the Commission on September 6, 1977, received a certificate of publication as required by said regulation which is considered the effective date on which the system diagram map was filed.

Color-coded copies of the map have been served on the Governor of each state in which the railroad operates and the Public Service Commission or similar agency and the State designated agency. Copies of the map may also be requested from the railroad at a nominal charge. The maps also may be examined at the office of the Commission, Section of Dockets, by requesting docket No. AB 181 (SDM).

H. G. Homme, Jr.,
Acting Secretary.


EACH #4
EACH #3
EACH #2
EACH #5
EACH #6
EACH #1
SSW - CROCK

49 CFR 1121.22

EAST CAMDEN & HIGHLAND RAILROAD CO., OUACHITA AND CALHOUN COUNTIES IN ARKANSAS

LINE DESCRIPTION OF SYSTEM DIAGRAM MAP

Main Tracks

Each No. 1—Extends from SSW-Rock connection at Eagle Mills to former connection with Rock, 2.33 miles.

Each No. 2—Extends from Areco Yard to 3 SH warehouse area, 4.61 miles.

Each No. 3—Extends from 3 SH warehouse area to "G" area 3.38 miles.

Each No. 4—Extends from "G" area to end of line at 9 at storage area, 2.53 miles.

Each No. 5—Extends from scale yard to end of line at 5 at warehouse, 3.73 miles.

Each No. 6—Extends from water plant crossing to end of line at Building No. 8, 1.85 miles.

Color code on system diagram map: Red—each; purple—SSW (Rock-operating rights).

18.43 miles, total main lines.

24.81 miles, total industrial, spurs and sidings.

43.34 miles, grand total miles.

State or States in which each line is located: Arkansas.

County or counties in which each line is located: No. 1—Ouachita County; No. 2—Ouachita County; No. 3—Calhoun County; No. 4—Calhoun County; No. 5—Ouachita and Calhoun Counties; and No. 6—Calhoun County.

Milepost delineating each line or portion of line: East Camden & Highland Railroad Co. does not have milepost designations.

Agency or terminal station located on each line or portion of line with milepost designations: The one and only Agency Station (East Camden, Ark.) is located on Line No. 5. The one and only Terminal Station (Eagle Mills, Ark.) is located on Line No. 1.

It is not anticipated that any portion of any line of the East Camden & Highland Railroad Co. will be subject of an ICC abandonment application within three years.

[FR Doc.77-27147 Filed 9-20-77;8:45 am]

federal register

WEDNESDAY, SEPTEMBER 21, 1977
PART IV

PRIVACY ACT ISSUANCES, ANNUAL PUBLICATION

Department/ Agency	FR Page Numbers: Systems of Records	Rules
Commerce	47676	47797
General Services Administration	47730	47808
National Advisory Council on Economic Opportunity	47784	—
National Labor Relations Board	47786	47814

DEPARTMENT OF COMMERCE
PRIVACY ACT OF 1974
Systems of Records, Annual Publication

The purposes of this notice are to comply with the provision of the Privacy Act which requires each agency to publish its systems of records at least annually (5 U.S.C. 552a(e)(4)), propose changes to the Department's systems of records for which public comment is invited, and to announce other changes effective on the date of publication.

To facilitate public understanding of the Commerce Department's Privacy Act implementation, set forth below are the following:

(1) An explanation of proposed changes to systems of records for which public comment is invited—5 proposed additional systems and 2 revised routine uses (Appendix I). A New System Report for each proposed additional system has been sent to the Congress and the Office of Management and Budget;

(2) An explanation of changes to systems not requiring public comment (Appendix II);

(3) A list of changes to systems of records noticed in the Federal Register after last year's republication of systems (Sept. 13, 1976) but prior to the date of this notice (Appendix III); and

(4) A complete unified text of the Commerce Department's Systems of Records and Prefatory Statement of General Routine Uses. This unified text incorporates the material from items (1) through (3) above.

For the items listed in Appendix I, the public is invited to submit written data, views, or arguments to the Assistant Secretary for Administration (Attn: Information Management Division, Room 5319), U.S. Department of Commerce, Washington, D.C. 20230 (telephone 377-4217), **any time on or before October 21, 1977. The comments received will be available, as received, for public inspection at the above address between the hours of 9 a.m. and 4 p.m. Monday through Friday (except holidays).**

Dated: August 31, 1977.

Elsa A. Porter,
Assistant Secretary for Administration.

APPENDIX I
Proposed Changes to Commerce Department Systems of Records for Which Public Comment Is Invited

Included in the unified text of changes to Commerce Department systems of records submitted to the Federal Register this date are several proposed additional systems of records and revised routine uses for existing systems of records. The proposed additional systems and revised routine uses are listed below to assist the public in readily identifying those portions of the unified text on which public comments are invited.

1. Add a Departmentwide system of records, COMMERCE/DEPT-20 Biographical Files. The purpose of these records is to make available biographical data on Commerce personnel to the press, other government agencies, and the general public for use in connection with written articles, oral interviews, speaking engagements, and other public affairs purposes.

This system was not announced previously in the Federal Register, pursuant to the Privacy Act, because the basic purpose of the system is disclosure to the public, and in fact its existence is well known. However, to provide the public with as complete a picture as possible of the Department's activities in the area of personal data records, it has been determined to notice biographical records as a Privacy Act system of records.

The proposed system is as follows:

COMMERCE/DEPT-20.

System name: Biographical Files—COMMERCE/DEPT-20.

System location: a. For Secretarial Officers, senior-level officials, and employees of the Office of the Secretary: Office of Communications, U.S. Department of Commerce, Washington, D.C. 20230.

b. For Secretarial Officers and senior-level officials included in Biographical Resumes of Key Officials: Offices of the Director of Personnel, Executive Secretariat, and Assistant Secretary for Administration; all Office of the Secretary, U.S. Department of Commerce, Washington, D.C. 20230.

c. For employees of CENSUS: Public Information Office, Federal Building 03, Bureau of the Census, Washington, D.C. 20230.

d. For employees of DIBA: Office of Public Affairs, Domestic and International Business Administration, U.S. Department of Commerce, Washington, D.C. 20230.

e. For employees of EDA: Office of Public Affairs, Economic Development Administration, U.S. Department of Commerce, Washington, D.C. 20230.

f. For members of the National Public Advisory Committee on Regional Economic Development: Office of Economic Research, Economic Development Administration, U.S. Department of Commerce, Washington, D.C. 20230.

g. For employees of MARAD: Office of Public Affairs, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

h. For members of the Advisory Board to the U.S. Merchant Marine Academy: Office of Assistant Secretary for Maritime Affairs, U.S. Department of Commerce, Washington, D.C. 20230.

i. For employees of NBS: Office of Information Activities, Administration Building, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

j. For employees of NBS: Institute for Basic Standards: Program Information Office, Institute for Basic Standards, National Bureau of Standards, Radio Building, Boulder, Colorado 80302.

k. For employees of NFPCA: Office of Information Services, National Fire Prevention and Control Administration, U.S. Department of Commerce, Washington, D.C. 20230.

l. For members of the National Advisory Committee on Oceans and Atmosphere: National Advisory Committee on Oceans and Atmosphere, U.S. Department of Commerce Building, Room 5225, Washington, D.C. 20230.

m. For employees of NOAA and Commissioners of International Fishery Commissions: NOAA headquarters locations: Office of Public Affairs, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852, and/or Office of the Executive Officer, NOAA, U.S. Department of Commerce, Washington, D.C. 20230, and/or NOAA field installations, the principal addresses of which are:

NOAA's National Ocean Survey, 6001 Executive Boulevard, Rockville, Maryland 20850.

NOAA's National Weather Service, 8060 13th Street, Silver Spring, Maryland 20910.

NOAA's Sea Grant-Coastal Zone Management, 2001 Wisconsin Avenue, N.W., Washington, D.C. 20235.

NOAA's Environmental Research Laboratories, 3100 Marine Street, RB3, Boulder, Colorado 80302, and Environmental Research Laboratories at 9 locations in the United States.

NOAA's National Marine Fisheries Service, 3300 Whitehaven Street, Washington, D.C. 20235.

A complete list of all field installations is available upon request from individual designated in notification section below.

n. For employees of OMBE: Public and Congressional Affairs Office, Office of Minority Business Enterprise, U.S. Department of Commerce, Washington, D.C. 20230.

o. For employees of PAT TM: Office of Information Services, Patent and Trademark Office, Washington, D.C. 20231.

p. For employees of the Office of the Assistant Secretary for Science and Technology and organizational components reporting to the Assistant Secretary and for members of the Commerce Technical Advisory Board and its subcommittees: Office of the Assistant Secretary for Science and Technology, U.S. Department of Commerce, Washington, D.C. 20230.

q. For employees of the Office of Telecommunications' Institute for Telecommunication Sciences: Institute for Telecommunication Sciences, Office of Telecommunications, Boulder, Colorado 80302.

r. For Federal Cochairmen of Regional Action Planning Commissions: Office of Regional Economic Coordination, Office of the Secretary, U.S. Department of Commerce, Washington, D.C. 20230.

The information in this system may be duplicated in other Privacy Act systems of the Commerce Department, in the systems maintained by the Civil Service Commission, or in the immediate office of the individual to whom the biographical record pertains. For assistance in this regard, contact the Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Present and former Department personnel, members of advisory committees, commissioners of International Fisheries Commissions, and Federal Cochairmen of Regional Action Planning Commissions.

Categories of records in the system: Biographical information which typically includes date and place of birth, education; military service; present position, employment history; field of research; publications; inventions and patents, awards and honors; memberships and affiliations, present and past residences; telephone number; names, ages, and addresses of family members; hobbies and outside interests, and photograph of individual.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 1512, 44 U.S.C. 3101 and Reorganization Plan No. 5 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Distributed to the press, other government agencies, and the general public for use in connection with written articles, oral interviews, speaking engagements, retirement and obituary notices, and other purposes of public information. Also, general routine uses of Prefatory Statement apply.

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

Storage: Paper records in file folders or notebooks.

Retrievability: By name alphabetically or by position or work unit.

Safeguards: Records are located in locked metal file cabinets or locked rooms during non-business hours.

Retention and disposal: Records retention and disposal is in accord with each operating unit's Records Control Schedule.

System manager(s) and address: For records at location a.: Information Assistant, Office of Communications.

For records at location b. Director of Personnel, U.S. Department of Commerce.

For records at location c. Director, Bureau of the Census.

For records at location d. Director of Public Affairs, Domestic and International Business Administration.

For records at location e. Program Assistant, Office of Public Affairs, Economic Development Administration.

For records at location f. Director, Office of Economic Research, Economic Development Administration.

For records at location g. Public Affairs Officer, Maritime Administration.

For records at location h. Special Assistant to the Assistant Secretary for Maritime Affairs, U.S. Department of Commerce.

For records at location i. Chief, Office of Information Activities, National Bureau of Standards.

For records at location j. Public Information Officer, Institute for Basic Standards, National Bureau of Standards.

For records at location k. Director of Information Services, National Fire Prevention and Control Administration.

For records at location l. Executive Director, National Advisory Committee on Oceans and Atmosphere.

For records at location m. Director of Office of Public Affairs, National Oceanic and Atmospheric Administration.

For records at location n. Information Officer, Office of Minority Business Enterprise.

For records at location o. Director, Office of Information Services, Patent and Trademark Office.

For records at location p. Program Officer, Office of the Assistant Secretary for Science and Technology, U.S. Department of Commerce.

For records at location q. Public Information Specialist, Institute for Telecommunication Sciences, Office of Telecommunications.

For records at location r. Records Manager, Office of Regional Economic Coordination, U.S. Department of Commerce.

For each system manager use same address as shown in applicable system location section above.

Notification procedure: For records at locations a., b., l., r., and for Office of the Secretary records at location p.: Information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at the locations listed below, information may be obtained from the individual designated. Use same address for each as shown in appropriate system location section above.

c.: Associate Director for Administration, Bureau of the Census.

d.: Director, Office of Management and Systems, Domestic and International Business Administration.

e. and f.: Director, Office of Public Affairs, Economic Development Administration.

g. and h. Secretary of the Maritime Administration.

i. and j., and NBS records at location p. Associate Director for Administration, National Bureau of Standards.

k. Administrative Officer, National Fire Prevention and Control Administration.

m. Assistant Administrator for Administration, National Oceanic and Atmospheric Administration.

n. Privacy Officer, Office of Chief Counsel, Office of Minority Business Enterprise.

o. and PAT TM records at location p. Assistant Commissioner for Administration, Patent and Trademark Office.

q. and OTEL records at location p. Administration Officer, Office of Telecommunications.

For NTIS records at location p. Assistant Director for Administration, National Technical Information Service, Sills Building, Springfield, Virginia 22161.

Record access procedures: Requests from individuals should be addressed to same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address for desired location.

Record source categories: All locations, subject individuals. Also, for records at locations b. and g., the individual's Official Personnel File; for records at location m., supervisors of subject individuals; for records at locations L. and m., personnel offices, and for records at locations i., j., and p., other sources such as news releases, articles and publications relating to the subject individual.

2. Add a Departmentwide system of records, COMMERCE/DEPT-21, Freedom of Information and Privacy Request Records. The purpose of this system is to clarify for the public how records of Freedom of Information and Privacy Act requests are maintained by the Department.

Every operating unit of the Department maintains records about Freedom of Information and Privacy requests in order to assure that each request is handled properly and to compile data for the required annual reports on activites under the Acts. This system is announced to include those operating units of the Department that have found it desirable for administrative purposes to retrieve the records by name of requester (no other individual identifier is used); and others that have asked to be included, even though they do not retrieve by name of requester.

However, most operating units do not retrieve these records by the name of the requester or by any other individual identifier. Instead, FOIA and PA request records are generally retrieved by calendar year or by sequential control number based on the date of receipt. In such operating units; any attempt to locate records pertaining to the request of a named individual, or even to ascertain if a named individual has ever filed a request, would entail a paper-by-paper search of the entire file.

The proposed system is as follows:

COMMERCE/DEPT-21

System name: Freedom of Information and Privacy Request Records—COMMERCE/DEPT-21.

System location: a. For PA request records of BEA: Office of the Director, Bureau of Economic Analysis, 1401 K Street, N.W., Washington, D.C. 20005.

b. For FOIA request records of CENSUS: Freedom of Information Request Control Desk, Bureau of the Census, Federal Building 3, Suitland, Md. 20233.

c. For FOIA and PA request records of DIBA: Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

d. For PA request records of MARAD: Office of the Secretary of the Maritime Administration, and offices of MARAD Privacy Act system managers, U.S. Department of Commerce, Washington, D.C. 20230. A complete address list of system managers is available upon request.

e. For FOIA and PA request records of NFPCA: Freedom of Information Request Control Desk and Administrative Office, respectively, National Fire Prevention and Control Administration, 2400 M Street, N.W., Washington, D.C. 20037.

f. For FOIA request records of NOAA: Freedom of Information Request Control Desk, National Oceanic and Atmospheric Administration, WSC 05, Rockville, Md. 20852.

g. For FOIA request records of OTEL: Freedom of Information Request Control Desk, Office of Telecommunications, 1325 G Street, N.W., Washington, D.C. 20037.

h. For PA request records of the Office of the Secretary: Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals who have requested records under the Freedom of Information and/or Privacy Acts contained in files maintained by the organizational units shown in the location paragraph above.

Categories of records in the system: Incoming requests; correspondence developed during processing of requests; initial and final determination letters; records summarizing pertinent facts about requests and action taken; copy or description of records released; description of records denied (copies of records denied are not kept with these files).

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 552, 5 U.S.C. 552a and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Department management and legal personnel to assure that each request receives an appropriate reply and to compile data for the required annual reports on activities under the Acts. General routine uses of the Prefatory Statement also apply.

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

Storage: At all locations: Paper records in file folders or loose-leaf binders.

Retrievability: At location c.: by control number assigned to each request based on date of receipt. At all other locations: Alphabetically by name of requester.

Safeguards: At all locations: Records are stored in file cabinets in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are disposed of in accordance with the appropriate records disposition authorization approved by the Archivist of the United States.

System manager(s) and address: For records at location a.: Special Assistant to the Director, BEA.

For records at location b.: Associate Director0 for Administration and Field Operations, Bureau of the Census.

For FOIA records at location c.: Freedom of Information Officer, DIBA.

For PA records at location c.: Director, Office of Managment and Systems, DIBA.

For records at location d.: Secretary of the Maritime Administration.

For FOIA records at location e.: Chief Counsel, NFPCA.

For PA records at location e.: Adminstrative Officer, NFPCA.

For records at location f.: Assistant Administrator for Administration, NOAA.

For records at location g.: Public and Technical Information Officer, OTEL.

For records at location h.: Director, Office of Organization and Management Systems, U.S. Department of Commerce.

For each system manager, use the same address as shown for that unit in the System Location section above.

Notification procedure: For records at locations a., b., d., f., and h.: Same individual and address for each as shown in system manager section above.

For records at locations c. and e.: Same individual and address for each as shown for Privacy Act records in system manager section above.

For records at location g.: Administrative Officer, OTEL, same address as shown in system manager section above.

Requestor should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The individual making the request, and records derived from the processing of Freedom of Information and Privacy Act requests.

3. Add a system of records for the National Fire Prevention and Control Administration, COMMERCE/NFPCA-2, President's and Secretary's Award Nominees. The purpose of the proposed system is to help administer a new public safety service award program—to enable the Secretary of Commerce to recommend to the President recipients of the President's Award for Outstanding Public Safety Service, and to enable the Secretary to select recipients of the Secretary's Award for Distinguished Public Safety Service.

The proposed system is as follows:

COMMERCE/NFPCA-2.

System name: President's and Secretary's Award Nominees—COMMERCE/NFPCA-2.

System location: National Fire Prevention and Control Administration, U.S. Department of Commerce, 2400 M Street, N.W., Washington, D.C. 20037.

Categories of individuals covered by the system: Individuals nominated to receive the President's Award for Outstanding Public Safety Service and individuals nominated to receive the Secretary's Award for Distinguished Public Safety Service.

Categories of records in the system: Name and address of the candidate, his or her position or title, whether the nomination is for the President's or Secretary's Award, the public agency served, the locale where the candidate performs his or her duties, the name of the nominating official, a summary description of the outstanding contribution, distinguished service or extraordinary valor of the nominee, and the relevant duties relating thereto, and copies of any published factual accounts of the nominee's accomplishments.

Authority for maintenance of the system: 15 U.S.C. 2214.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: a. President's Award Nominees - Information about individuals nominated for the President's Award is provided to selected members of the public safety community, including but not limited to, fire safety and protection organizations, state fire marshals and firemen, civil defense officers, and law enforcement, corrections or court officers in connection with the evaluation and selection of recipients. Information is also provided to the Department of Defense, the Department of Justice, and the Executive Office of the President. General routine uses in the Prefatory Statement also apply.

b. Secretary's Award Nominees - Information about individuals nominated for the Secretary's Award is provided to selected members of the fire service community, including but not limited to, fire safety and protection organizations, state fire marshals and firemen in connection with the evaluation and selection of recipients. When it appears that a nominee's accomplishments are in the areas of civil defense or law enforcement, nominations will be sent to the Department of Defense and/or the Department of Justice. General routine uses in the Prefatory Statement also apply.

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

Storage: Paper records in file folders.

Retrievability: Filed by file number and cross-referenced alphabetically by nominee names.

Safeguards: Records are located in lockable metal file cabinets or in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Retention and disposal is in accord with applicable Records Control Schedule, at present awaiting approval from the Archivist of the United States.

System manager(s) and address: Executive Secretary, Joint Public Safety Awards Board, National Fire Prevention and Control Administration, U.S. Department of Commerce, P.O. Box 19518, Washington, D.C. 20036.

Notification procedure: Information may be obtained from: Administative Officer, National Fire Prevention and Control Administration, P. O. Box 19518, Washington, D.C. 20036. Requester should provide name and address in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Heads of Federal government departments or agencies, governors of states or territories, or chief executives of any general governmental unit within any state or territory.

4. Combine four existing systems of the National Oceanic and Atmospheric administration

Applicants for Federal Permits to Take, Buy, or Transport Endangered Species for Specific Purposes—COMMERCE/NOAA-1;
Applicants for Hardship Exemptions under Marine Mammal Protection Act of 1972—COMMERCE/NOAA-2;
Applicants for Marine Mammal Scientific Research and Display Permits—COMMERCE/NOAA-3; and
Applicants for Threatened Species Permits—COMMERCE/NOAA-5

into one system, entitled Marine Mammal, Endangered and Threatened Species, Permits and Exemptions Applicants—COMMERCE/NOAA-19. Thus, COMMERCE/NOAA-1, 2, 3 and 5 will be abolished at the time NOAA-19 becomes effective.

The purpose of this consolidation is to facilitate administration of the records. In addition, the total number of NOAA Privacy Act systems is thus reduced by three. No substantive changes are made; the four systems are simply combined into one.

The consolidated system is as follows:

COMMERCE/NOAA-19

System name: Marine Mammal, Endangered and Threatened Species, Permits and Exemptions Applicants—COMMERCE/NOAA-19

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Duplicate portions of the system may be located in the Regional Offices of the National Marine Fisheries Service at:

Federal Building
14 Elm Street
Gloucester, Massachusetts 01930
Duval Building
9450 Gandy Boulevard
St. Petersburg, Florida 33702
300 South Ferry Street
Terminal Island, California 90731
Lake Union Building
1700 Westlake Avenue North
Seattle, Washington 98109
P.O. Box 1668
Juneau, Alaska 99801

Categories of individuals covered by the system: Applicants for permits to take, import, transport or sell in interstate or foreign commerce endangered species or marine mammals either for scientific research or public display purposes; for enhancement of propagation or enhancement of survival; or to minimize undue economic hardship. Applicants for exemptions from the provisions of the Marine Mammal Protection Act of 1972, on the basis of undue economic hardship. Applicants for permits to engage in activities involving threatened species or marine mammals which are otherwise prohibited by protective regulations.

Categories of records in the system: Name and address; professional or business affiliation; educational and professional background; other qualifications of the individuals; the activities conducted by an individual as authorized by exemption or by permit; and economic and financial information indicating the degree of anticipated economic hardship.

Authority for maintenance of the system: Endangered Species Act of 1973; 16 U.S.C. 1531-1543 10(a), 10(b), 11(f); Marine Mammal Protection Act of 1972; 16 U.S.C. 1361-1407, and regulations (50 CFR 216.31) promulgated thereunder.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Information from the applications is published in the Federal Register and made available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Wahsington, D.C. 20235.

Notification procedure: Information may be obtained from the Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Marvland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to same address as stated in the notification procedure section above.

Contesting record procedures: The rules for access, for contesting contents and appealing initial determinations by the individuals concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants; public comments on an application, reviews by NMFS Offices and, in the case of marine mammals, the Marine Mammal Commission; reports from Federal agents and observers on activites conducted under permit authority; and those authorized by the individual applicant to furnish information.

5. Add a system of records for the Office of Telecommunications, COMMERCE/OTEL-1, Radio Spectrum Management Career Development Program. The purpose of the proposed system is to help administer a new Federal-wide radio spectrum management career development program. This training program is designed to help ensure efficient Federal use of the radio spectrum by providing qualified spectrum managers.

The proposed system is as follows:

COMMERCE/OTEL-1

System name: Radio Spectrum Management Career Development Program—COMMERCE/OTEL-1

System location: Office of Telecommunications, U.S. Department of Commerce, Room 294A, 1325 G Street, N.W., Washington, D.C. 20005 (paper) and 179 Admiral Cochrane Drive, Annapolis, Maryland 21401 (magnetic disc).

Categories of individuals covered by the system: Applicants for spectrum management career training; persons trained or training in the program; persons employed in the Federal spectrum management field, or seeking employment therein, who register with the program.

Categories of records in the system: Employee Career Appraisals; Career Program Qualification Records and Supplements thereto; Career Plans; Personal Qualification Statements (Standard Form 171's). These records contain information about an individual and his skills and qualifications for training which typically includes, but is not limited to, name, address, date of birth, Social Security Account Number, education, military experience, present position, employment history, performance evaluations, and career goals.

Authority for maintenance of the system: 47 U.S.C. 305 and E.O. 11556.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is disclosed to participating Federal agencies upon their request in connection with the selection of candidates for training, the evaluation of trainees, and in the administration of the training program. Information is disclosed to other Federal agencies upon their request in connection with the availability of trained spectrum managers for employment. General routine uses in the Prefatory Statement also apply.

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

Storage: Paper records in file folders and machine readable magnetic discs.

Retrievability: Stored alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Unless updated, documents are disposed of after two years.

System manager(s) and address: Coordinator, Radio Spectrum Management Career Development Program, Spectrum Management

Support Division, Office of Telecommunications, Room 294A, 1325 G Streetn N W , Washington, D C 20005.

Notification procedure: Information may be obtained from: Administrative Officer, Office of Telecommunications, 1325 G Street, N.W. Washington, D.C. 20005. Requestor should provide his or her full name.

Record access procedures: Requests from individuals should be addressed to: Same address as stated in the notification section above.

Record source categories: Applicants for spectrum management career training, trainees in the program, instructors and other officials conducting the program. Federal government employees in the spectrum management field, and persons desiring such employment, who register with the program, their supervisors, and other officials of the agencies that employ them.

6. Revise the routine use paragraph for the COMMERCE/PAT-TM-2 system, Complaints, Investigations, and Disciplinary Proceedings Relating to Registered Patent Attorneys and Agents, to permit the Solicitor's staff to disseminate limited information concerning a complaint, investigation, or disciplinary proceeding, as necessary, in connection with the gathering of information or evidence relevant to such complaint, investigation or disciplinary proceeding. The routine use paragraph as revised would read (new text in solid capitals):

See routine use paragraphs of Prefatory Statement. Also, dissemination of information concerning the complaint, investigation, or disciplinary proceeding, by the Solicitor's staff, to the complainant, TO PERSONS WHO CAN REASONABLY BE EXPECTED TO PROVIDE INFORMATION NEEDED IN CONNECTION WITH THE COMPLAINT, INVESTIGATION, OR DISCIPLINARY PROCEEDING, and, upon inquiry, to State bars and courts.

7. Revise the routine use paragraph for the COMMERCE/PAT-TM-6 system, Parties Involved in Patent Interference Proceedings, to state the circumstances under which settlement agreements are made available, pursuant to the noted statute, 35 U.S.C. 135(c). The routine use paragraph as revised would read (new text in solid capitals, deleted text in double parentheses):

Prior to termination of the interference proceedings, and thereafter until a patent has issued (except in cases involving a patent), information concerning these records is provided outside the Office only upon authorization of the applicants or owners of the applications involved or when necessary to carry out the provisions of any Act of Congress or in such special circumstances as may be determined by the Commissioner. Subsequent to such termination in cases involving a patent or after issuance of patent, the records are open to public inspection. Settlement agreements FILED PURSUANT TO 35 U.S.C. 135(c) ARE KEPT SEPARATE FROM OTHER INTERFERENCE RECORDS. UPON REQUEST OF THE PARTY FILING THEM, AND MADE AVAILABLE, AS PROVIDED IN THAT STATUTE, TO GOVERNMENT AGENCIES UPON WRITTEN REQUEST, OR TO ANY PERSON ON ((are made available to the Federal Trade Commission, the Department of Justice, and other Government agencies on written request and)) a showing of good cause. Also see routine use paragraphs of the Prefatory Statement.

APPENDIX II

Changes to Commerce Department Systems of Records Not Requiring Public Comment

Included in the unified text of changes to Commerce Department systems of records submitted to the Federal Register this date are changes not requiring public comment and consequently effective on the date of publication. These changes are listed below to assist the public.

1. In COMMERCE/DEPT-13, Investigative Records--Persons within the Investigative Jurisdiction of the Department, add Social Security Number to the section Categories of Records in the System to reflect that SSN's are used to verify identity.

2. Revise the COMMERCE/DEPT-14 system, Litigation, Claims, and Administrative Proceeding Records, to clarify the categories of individuals and records included in the system, and to more precisely identify the locations of records. No substantive changes have been made to the system, and no change of any kind has been made to the routine use section. To assist the public, the system is reprinted in its entirety below. New text is in solid capitals; deleted text, in double parentheses.

COMMERCE/DEPT-14.

System name: Litigation, Claims, and Administrative Proceeding Records—COMMERCE/DEPT-14.

System location: a. For matters involving CENSUS: Office of the Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233. SOME RECORDS MAY BE DUPLICATED IN THE OFFICES OF CENSUS BUREAU DIVISION CHIEFS. A COMPLETE ADDRESS LIST OF DIVISION CHIEFS IS AVAILABLE UPON REQUEST FROM THE INDIVIDUAL DESIGNATED IN THE NOTIFICATION SECTION BELOW.

B. FOR MATTERS INVOLVING DIBA TORT AND PERSONAL PROPERTY CLAIMS: OFFICE OF ADMINISTRATIVE SUPPORT, DOMESTIC AND INTERNATIONAL BUSINESS ADMINISTRATION, U.S. DEPARTMENT OF COMMERCE, 14TH AND CONSTITUTION AVENUE, N.W., WASHINGTON, D.C. 20230.

c. For matters involving EDA: Office of Chief Counsel, EDA, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

d. For matters involving MARAD: Maritime Administration, Office of General Counsel, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

E. FOR MATTERS INVOLVING NBS OTHER THAN VIOLATIONS OF TRAFFIC AND GROUNDS REGULATIONS: NATIONAL BUREAU OF STANDARDS, OFFICE OF THE LEGAL ADVISER, ADMINISTRATION BUILDING, GAITHERSBURG, MARYLAND (P.O. WASHINGTON, D.C. 20234). FOR MATTERS INVOLVING VIOLATIONS OF TRAFFIC AND GROUNDS REGULATIONS AT GAITHERSBURG, MARYLAND, SECURITY OFFICE, ADMINISTRATION BUILDING, GAITHERSBURG, MARYLAND (P.O. WASHINGTON, D.C. 20234) AND FOR VIOLATIONS OF THOSE REGULATIONS AT BOULDER OR FORT COLLINS, COLORADO, GUARD SERVICE OFFICE, NBS, RADIO BUILDING, BOULDER, COLORADO, 80302.

F. FOR MATTERS INVOLVING NFPCA: OFFICE OF THE CHIEF COUNSEL, NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION, 2400 M STREET, N.W., WASHINGTON, D.C. 20037.

g. For matters involving NOAA: Office of General Counsel, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. RECORDS IN THIS SYSTEM MAY ALSO BE LOCATED AT OTHER NOAA OFFICES IN THE WASHINGTON, D.C. METROPOLITAN AREA AND IN THE FIELD. A COMPLETE LIST OF ADDRESSES IS AVAILABLE UPON REQUEST FROM THE INDIVIDUAL DESIGNATED IN THE NOTIFICATION SECTION BELOW.

H. FOR MATTERS INVOLVING NTIS: PROPERTY MANAGEMENT OFFICE, OR OFFICE OF THE CONTROLLER, NATIONAL TECHNICAL INFORMATION SERVICE, 5285 PORT ROYAL RD., SPRINGFIELD, VA. 22161.

I. FOR MATTERS INVOLVING OTEL: OFFICE OF THE LEGAL ADVISER, OR ADMINISTRATIVE OFFICE, OFFICE OF TELECOMMUNICATIONS, 1325 G STREET N.W., WASHINGTON, D.C. 20005.

j. For matters involving PAT-TM: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

k. For all other matters: Office of the General Counsel, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230. SOME OF THE RECORDS AT LOCATIONS A. THROUGH J. MAY BE DUPLICATED AT LOCATION K. ALSO, THE RECORDS AT LOCATIONS A. THROUGH K. MAY BE DUPLICATED IN PART OR IN WHOLE IN OTHER DEPARTMENT OF COMMERCE SYSTEMS OF RECORDS, OR IN GOVERNMENT-WIDE SYSTEMS, AT OTHER LOCATIONS. FOR ASSISTANCE IN THIS REGARD, INFORMATON MAY BE OBTAINED FROM THE INDIVIDUAL IDENTIFIED IN THE APPROPRIATE NOTIFICATION PROCEDURE SECTION BELOW.

Categories of individuals covered by the system: Individuals ((making claims or bringing actions against the Department and individuals the subject of the Department's claims and actions, including tort and property claims and civil contract issues (but excluding Federal Employees Compensation Act claimants). Individuals suspected of violations of criminal and civil statutes in connection with Departmental programs and activities. Individuals the subject of administrative proceedings where the Department is

involved.)) THE SUBJECT OF ANY LITIGATION IN WHICH THE DEPARTMENT IS INVOLVED; INDIVIDUALS WHO MAKE ADMINISTRATIVE CLAIMS OR APPEALS AGAINST THE DEPARTMENT; INDIVIDUALS THE SUBJECT OF CLAIMS AND ADMINISTRATIVE ACTIONS BROUGHT BY THE DEPARTMENT. Individuals cited for violation of traffic and grounds regulations. INDIVIDUALS WHO MAY HAVE PROVIDED STATEMENTS OR OTHER EVIDENCE WITH RESPECT TO ANY OF THE ABOVE. "DEPARTMENT" MEANS THE U.S. DEPARTMENT OF COMMERCE OR ANY COMPONENT THEREOF, OR ANY OFFICER OR EMPLOYEE THEREOF.

Categories of records in the system: Names, addresses, SOCIAL SECURITY ACCOUNT NUMBERS, statements of claims and analyses thereof, investigatory reports, opinions of law, and pleadings, motions, depositions, rulings, opinions, citation particulars (description of vehicle, date of birth, physical characteristics, driving permit or license data, vehicle license data, etc.), and other litigation AND CLAIMS documentation.

Authority for maintenance of the system: 5 U.S.C 301; 44 U.S.C Section 3101; 42 U.S.C 3211; 31 U.S.C 240; 28 U.S.C 533-535 and 1346(b); 15 U.S.C 277 and 278e(b); E.O. 10450; and all other authorities of the Department.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are disposed of according to unit's Record Control Schedule.

System manager(s) and address: For records at location a.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

FOR RECORDS AT LOCATION B.: DIRECTOR, OFFICE OF ADMINISTRATIVE SUPPORT, DOMESTIC AND INTERNATIONAL BUSINESS ADMINISTRATION, U.S. DEPARTMENT OF COMMERCE, WASHINGTON, D.C. 20230.

For records at location c.: Chief Counsel, Economic Development Administration, Department of Commerce, Washington, D.C. 20230.

For records at location d.: General Counsel, Maritime Administration, Washington, D.C. 20230.

For records at location e.: Legal Adviser, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

FOR RECORDS AT LOCATION F.: CHIEF COUNSEL, NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION, P.O. BOX 19518, WASHINGTON, D.C. 20036.

For records at location g.: General Counsel, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

FOR RECORDS AT LOCATION H.: CHIEF, ADMINISTRATIVE SERVICES DIVISION, AND CONTROLLER, EACH FOR THEIR RESPECTIVE PORTIONS, NATIONAL TECHNICAL INFORMATION SERVICE, 5285 PORT ROYAL RD., SPRINGFIELD, VA. 22161.

FOR RECORDS AT LOCATION I.: LEGAL ADVISER AND ADMINISTRATIVE OFFICER, EACH FOR THEIR RESPECTIVE PORTIONS, OFFICE OF TELECOMMUNICATIONS, 1325 G ST., N.W., WASHINGTON,D.C. 20005.

For records at location j.: Solicitor, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location k.: General Counsel, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: For records at location a., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

FOR RECORDS AT LOCATION B., INFORMATION MAY BE OBTAINED FROM: DIRECTOR, OFFICE OF MANAGEMENT AND SYSTEMS, DIBA, U.S. DEPARTMENT OF COMMERCE, WASHINGTON, D.C. 20230.

For records at location c., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location d., information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location e., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234);

FOR RECORDS AT LOCATION F., INFORMATION MAY BE OBTAINED FROM: ADMINISTRATIVE OFFICER, NATIONAL FIRE PREVENTION AND CONTROL ADMINISTRATION, P.O. BOX 19518, WASHINGTON, D.C. 20036.

For records at location g., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

FOR RECORDS AT LOCATION H., INFORMATION MAY BE OBTAINED FROM: ASSISTANT DIRECTOR FOR ADMINISTRATION, NATIONAL TECHNICAL INFORMATION SERVICE, SILLS BLDG., SPRINGFIELD, VA. 22161.

FOR RECORDS AT LOCATION I., INFORMATION MAY BE OBTAINED FROM: ADMINISTRATIVE OFFICER, OFFICE OF TELECOMMUNICATIONS, 1325 G ST., N.W., WASHINGTON, D.C. 20005.

For records at location j., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231.

((For BEA records, information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K St., N.W., Washington, D.C. 20005.))

For records at location k., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Requester should provide name, address, social security number, case number; date of claim, organization unit in which employed, as appropriate, pursuant to the inquiry provisions which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject claimant or plaintiff; those authorized by the foregoing to furnish information; and, whatever sources pertinent to the nature of the case.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(1), (k)(2) and (k)(5), all investigatory material and material subject to the provisions of 5 U.S.C. 552(b)(1) in the record which meets the criteria of these sub-sections is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations because of the necessity to exempt this information and material in order to prevent disclosure of classified information as required by Executive Order 11652 in the interest of the national defense and foreign policy and in order for the Department's legal staff to properly perform its functions.

3. In COMMERCE/DEPT-19, Department Mailing Lists, make minor additions to reflect that a list of subscribers to Bureau of the Census publications is maintained in addition to other Census Bureau records included in the present system.

4. In the COMMERCE/CENSUS-5 system, Population and Housing Census Records for 1960 and 1970, change the system name and the section Categories of Individuals Covered by the System to include censuses after 1970: The system name as changed is: Population and Housing Census Records of the 1960 and Subsequent Censuses, and the Categories of Individuals section as revised reads: All persons counted during the Census of Population and Housing taken in 1960 and later.

5. In the COMMERCE/DIBA-1 system, Individuals Identified in Export Administration Compliance Proceedings or Investigations, add a location to reflect that some of the records are duplicated in the office of the Appeals Board for the Department, U.S. Department of Commerce, Washington, D.C. 20230.

6. In the COMMERCE/DIBA-4 system, Directors of U.S. Trade Missions, Chairmen of U.S. Government Technical Sales Seminars, and Technical Representatives of Catalog Exhibits, change the system name and section Categories of Individuals Covered by the System to reflect a new program title. The new system name is: Directors of U.S. Trade Missions, Chairmen of U.S. Government Seminar Missions, and Technical Representatives of Catalog Ex-

hibits. The same change is made in the Categories of Individuals section. In the same system, delete Social Security Number, names of close relatives, and previous residences from the Categories of Records section. These data elements are no longer needed and maintained.

7. In the COMMERCE/DIBA-5 system, Membership Information, District and Regional Export Councils, add Social Security Numbers to the Categories of Records section to reflect that SSN's are used to verify identity of potential members. In the same system, revise the Retention and Disposal section to reflect that records are also retired when individuals leave the councils. The section as revised reads (new text in solid capitals): Retained for active councils. Retired when councils terminate OR INDIVIDUALS LEAVE COUNCILS.

8. In the COMMERCE/MARAD-18 system, U.S. Merchant Marine Academy Midshipman Personnel Records, revise the section Categories of Individuals Covered by the System to reflect that cadet corps records from 1938 to 1942 are also maintained. The section as revised would read (new text in solid capitals): All current and former midshipmen since inception of the Academy in 1942. ALSO, ALL CADET CORPS PERSONNEL FROM 1938 TO 1942.

9. In the COMMERCE/NOAA-17 system, NOAA Diving Program File, add the Pacific Marine Center, 1801 Fairview Avenue, East, Seattle, Washington 98102, add a location to reflect that the Center maintains some duplicate records. In the same system, add applicants for the diving program to the section Categories of Individuals Covered by the System.

10. In the COMMERCE/PAT-TM-1 system, Attorneys and Agents Registered to Practice Before the Office, revise the section Categories of Individuals Covered by the System to indicate that records relating to attorneys and agents who cease to be registered, frequently only temporarily, are retained in the system, in accordance with the records control schedule. The section as revised reads (new text in solid capitals): Attorneys and agents who are, OR HAVE BEEN, registered to practice before the Patent and Trademark Office in patent cases, and applicants for such registration to practice.

11. Lastly, other changes of a miscellaneous nature have been made throughout the notice of systems. These include changes to the index of systems, changes to unit designations because of reorganizations, and correction of typographical errors.

APPENDIX III

Changes to Systems of Records Noticed in the Federal Register After Sept. 13, 1976 and Prior to the Date of this Notice

These changes are listed to assist the public. All are incorporated in the unified text of Commerce Department systems of records submitted to the Federal Register this date.

1. November 2, 1976 Federal Register, page 48150: adoption of consolidated system of records and new routine use for the system, Individuals Interested in NTIS Publications, Shipped Order Addresses, Customer Account Records, and Subscriber Files—COMMERCE/NTIS-1.

2. January 12, 1977 Federal Register, pages 2521-2524: adoption of five systems of records, Department Mailing Lists—COMMERCE/DEPT-19, Federal Employees with Fire Related Expertise—COMMERCE/NFPCA-1, NOAA Diving Program File—COMMERCE/NOAA-17, NOAA Mailing Lists—COMMERCE/NOAA-18, and Employee Daily Time and Productivity Records—COMMERCE/NTIS-2, which were all proposed Sept. 13, 1976; adoption of new routine use for existing system, Parties involved in Patent Interference Proceedings—COMMERCE/PAT-TM-6, which was proposed Sept. 13, 1976; proposal to add a new routine use to three existing systems, Investigative Records-Contract and Grant Frauds and Employee Criminal Misconduct—COMMERCE/DEPT-12, Investigative Records-Persons Within the Investigative Jurisdiction of the Department—COMMERCE/DEPT-13, and Employee Personnel Files Not Covered by U.S. Civil Service Commission—COMMERCE/DEPT-18.

3. February 4, 1977 Federal Register, pages 6877-6878: explanation of changes made to systems of records not requiring public comment which were reflected in the Sept. 13, 1976 annual republication, and correction of errors in the systems as published September 13, 1976.

4. March 28, 1977 Federal Register, pages 16464-16465: adoption of new routine use for three existing systems which was proposed January 12, 1977; proposal to add a system of records, Users of Public Search Room of the Patent and Trademark Office—PAT-TM-14; proposal to add a new routine use No. 13 to the Prefatory Statement of General Routine Uses; proposal to revise routine uses for two existing systems of records, Attendance, Leave and Payroll Records of Employees and Certain Other Persons—COMMECE/DEPT-1 and Individual and Household Statistical Surveys and Special Studies Records—COMMERCE/CENSUS-3; adoption of miscellaneous changes to existing systems.

5. May 20, 1977 Federal Register, pages 25900-25901: proposal to add a system of records, Nuclear Reactor Operator Licensees File—COMMERCE/NBS-8.

6. June 7, 1977 Federal Register, pages 29034-29037: adoption of routine use No. 13 to the Prefatory Statement of General Routine Uses; adoption of revised routine uses for COMMERCE/DEPT-1 and COMMERCE/CENSUS-3 systems; all proposed March 28, 1977.

7. June 24, 1977 Federal Register, page 32340: adoption of new system of records COMMERCE/PAT-TM-14, proposed March 28, 1977.

8. August 1, 1977 Federal Register, pages 38928-28929: adoption of new system of records COMMERCE/NBS-8, proposed May 20, 1977; proposal for a consolidated and expanded system of records, Participants in Experiments, Studies, and Surveys—COMMERCE/NBS-9.

9. September 7, 1977 Federal Register, pages 44832-44833: proposal to add a system of records, Mailing List and Correspondence File—COMMERCE/WHC-1.

DEPARTMENT OF COMMERCE

PRIVACY ACT
NOTICE OF SYSTEMS OF RECORDS*

*The identification of the operating unit or units within the Department to which the particular system of records pertains appears as "COMMERCE/" followed by a designating abbreviation. The abbreviations and their meanings are as follows:

CENSUS—Bureau of the Census
DEPT—Overall Department of Commerce (or at least multiple operating units presently and a potential for more)
DIBA—Domestic and International Business Administration
IATC—Interagency Auditor Training Center
MA—Maritime Administration
NBS—National Bureau of Standards
NFPCA—National Fire Prevention and Control Administration
NOAA—National Oceanic and Atmospheric Administration
NTIS—National Technical Information Service
PAT-TM—Patent and Trademark Office

Other abbreviations appearing in the notices are as follows:

ARC—The Appalachian Regional Commission
BEA—Bureau of Economic Analysis
EDA—Economic Development Administration
Office of Federal
Cochairmen—Office(s) of Federal Cochairmen of the Regional Action Planning Commissions and The Appalachian Regional Commission
OMBE—Office of Minority Business Enterprise
OTEL—Office of Telecommunications
RAPCS—Regional Action Planning Commissions
USTS—United States Travel Service
WHC—White House Conference on Balanced National Growth and Economic Development

Prefatory Statement of General Routine Uses

The following routine uses apply to, and are incorporated by reference into, each system of records set forth below.

1. In the event that a system of records maintained by the Department to carry out its functions indicates a violation or potential violation of law or contract, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute or contract, or rule, regulation, or order issued pursuant thereto, or the necessity to protect an interest of the Department, 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 or contract, or rule, regulation or order issued pursuant thereto, or protecting the interest of the Department.

2. A record from this system of records may be disclosed, as a routine use, to a Federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a Department decision concerning the assignment, 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.

3. A record from this system of records may be disclosed, as a routine use, to a Federal, state, local, or international agency, in response to its request, in connection with the assignment, 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 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.

4. A record from this system of records may be disclosed, as a routine use, in the course of presenting evidence to a court, magistrate or administrative tribunal, including disclosures to opposing counsel in the course of settlement negotiations.

5. A record in this system of records may be disclosed, as a routine use, to a Member of Congress submitting a request involving an individual when the individual has requested assistance from the Member with respect to the subject matter of the record.

6. A record in this system of records which contains medical information may be disclosed, as a routine use, to the medical advisor of any individual submitting a request for access to the record under the Act and 15 CFR Part 4b if, in the sole judgment of the Department, disclosure could have an adverse effect upon the individual, under the provision of 5 U.S.C 552a(f)(3) and implementing regulations at 15 CFR 4b.6.

7. (Deleted, Reserved)

8. A record in this system of records may be disclosed, as a routine use, to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

9. A record in this system of records may be disclosed, as a routine use, to the Department of Justice in connection with determining whether disclosure thereof is required by the Freedom of Information Act (5 U.S.C. 552).

10. A record in this system of records may be disclosed, as a routine use, to a contractor of the Department having need for the information in the per- formance of the contract, but not operating a system of records within the meaning of 5 U.S.C. 552a(m).

11. (Deleted, Reserved)

12. A record in this system may be transferred, as a routine use, to the Civil Service Commission: for personnel research purposes; as a data source for management information; for the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained; or for related manpower studies.

13. A record from this system of records may be disclosed, as a routine use, to the Administrator, General Services, or his designee, during an inspection of records conducted by GSA as part of that agency's responsibility to recommend improvements in records management practices and programs, under authority of 44 U.S.C. 2904 and 2906. Such disclosure shall be made in accordance with the GSA regulations governing inspection of records for this purpose, and any other relevant (i.e. GSA or Commerce) directive. Such disclosure shall not be used to make determinations about individuals.

National Defense and Foreign Policy Exemption

Some systems of records under the Act which are maintained by the Department contain, from time-to-time, material subject to the specific exemption authorized by 5 U.S.C 552a(k)(1), relating to national defense and foreign policy materials. The systems of records noticed below, and also listed in 15 CFR 4b.14(a) of the regulations published in the FEDERAL REGISTER, which are subject to this determination of specific exemption under 5 U.S.C. 552a(k)(1) are:

COMMERCE/DIBA-1
COMMERCE/DIBA-2
COMMERCE/DIBA-3
COMMERCE/NOAA-11
COMMERCE/PAT-TM-4
COMMERCE/PAT-TM-6
COMMERCE/PAT-TM-7
COMMERCE/PAT-TM-8
COMMERCE/PAT-TM-9
COMMERCE/DEPT-12
COMMERCE/DEPT-13
COMMERCE/DEPT-14

The Department hereby asserts a claim to exemption of such materials wherever they might appear in such systems of records, or any systems of records, at present or in the future. The materials would be exempt from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). The reason therefor is to protect the material required by Executive Order to be kept secret in the interest of the national defense and foreign policy.

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CENSUS—3 Individual and Household Statistical Surveys and Special Studies Records
CENSUS—4 Minority-Owned Business Enterprises Survey Records
CENSUS—5 Population and Housing Census Records of the 1960 and Subsequent Censuses
CENSUS—6 Population Census Personal Service Records for 1900 and All Subsequent Decennial Censuses
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WHC—1 Mailing List and Correspondence File

COMMERCE/DEPT-1.

System name: Attendance, Leave, and Payroll Records of Employees and Certain Other Persons—COMMERCE/DEPT-1.

System location: a. For employees of Departmental Offices, BEA, DIBA, EDA, NFPCA, OMBE, USTS, Offices of Federal Cochairmen, RAPCs, and ARC: Office of Financial Management Services, OS, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230, and Office of Automatic Data Processing Management (ADP Operations Division), use above address.

b. For employees of MARAD: (manual) Division of Accounts, machine-readable) Division of Data Operations, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

c. For employees of NBS, NTIS, and OTEL: National Bureau of Standards, Accounting Division (Payroll Section), Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

d. For employees of NOAA: National Oceanic and Atmospheric Administration, Personal Service Accounting Branch, 6010 Executive Boulevard, Rockville, Maryland 20852.

e. For employees of PAT-TM: Office of Finance (Employee Accounts Division), U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

f. For employees of CENSUS: Finance Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233, and the following Census Regional Offices: 1365 Peachtree Street, NE., Atlanta, Georgia 30309; 441 Stuart Street, Boston, Massachusetts 02116; 230 South Tryon Street, Charlotte, North Carolina 28202; 536 South Clark Street, Chicago, Illinois 60605; 1100 Commerce Street, Dallas, Texas 75202; 11011 West Sixth Avenue (P.O. Box 25207), Denver, Colorado 80225; 234 State Street, Detroit, Michigan 48226; One Gateway Center, 4th and State Streets, Kansas City, Kansas 66101; 1100 Wilshire Boulevard, Los Angeles, California 90024; 26 Federal Plaza, New York City, New York 10007; 600 Arch Street, Philadelphia, Pennsylvania 19106; and 1700 Westlake Avenue, Seattle, Washington 98109.

Categories of individuals covered by the system: All Commerce Department employees and certain other persons as categorized by organizational component in a. through f. above.

Categories of records in the system: Name, date of birth, social security number and employee number, service computation date, grade, step, and salary; organization (code), retirement or FICA data as applicable; Federal, state, and local tax deductions, as appropriate; IRS tax lien data; savings bond and charity deductions; regular and optional Government life insurance deduction(s), health insurance deduction and plan or code; cash award data; jury duty data; military leave data; pay differentials, union dues deductions; allotments, by type and amount, financial institution code and employee account number; leave status and leave data of all types (including annual, compensatory, jury duty, maternity, military, retirement disability, sick, transferred, absence without leave, and without pay); time and attendance records, including number of regular, overtime, holiday, Sunday, and other hours worked; pay period number and ending date, cost of living allowances; mailing address; co-owner and/or beneficiary of bonds, marital status and number of dependents; and "Notification of Personnel Action". The individual records listed herein are included only as pertinent or applicable to the individual employee.

Authority for maintenance of the system: Title 5 U.S.C., Title 31 U.S.C. 66a, Title 44 U.S.C. 3101, 3309.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal of data to U.S. Treasury to effect issuance of paycheck to employees and distribution of pay according to employee directions for savings bonds, allotments, financial institutions, and other authorized purposes.

Reporting: tax withholding to Internal Revenue Service and appropriate State and local taxing authorities, FICA deductions to the Social Security Administration, dues deductions to labor unions; withholdings for health and life insurance to the insurance carriers and the U.S. Civil Service Commission, charity contribution deductions to agents of charitable institutions, annual W-2 statements to

taxing authorities and the individual; wage, employment, and separation information to state unemployment compensation agencies, to the Department of Labor to determine eligibilty for unemployment compensation, and to housing authorities for low-cost housing applications and NOAA Corps data to U.S. Civil Service Commission for preparation of statistical materials. Also, see routine use paragraphs of Prefatory Statement.

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

Storage: Both manual and machine-readable.

Retrievability: By name and/or employee or social security number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance, when open, is restricted to authorized personnel only. All payroll personnel and computer operators and programmers are instructed and cautioned on the confidentiality of the records.

Retention and disposal: Retained on site until after GAO audit, then disposed of, or transferred either to Federal Records Storage Centers in accordance with the fiscal records program approval by GAO, as appropriate, or General Record Schedules of GSA.

System manager(s) and address: For records at location a.: Director, Departmental Office of Financial Management Services, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b: Chief, Division of Accounts, Maritime Administration, Washington, D.C. 20230;

For records at location c: Chief Accountant, Accounting Division, National Bureau of Standards, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234)

For records at location d: Chief, Personal Service Accounting Branch, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852;

For records at location e: Director, Office of Finance, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location f: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233, and the Director of the particular Regional Office listed above.

Notification procedure: For BEA records at location a., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005;

For DIBA records at location a., information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230.

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b: information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

For NBS and NTIS records at location c., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234);

For OTEL records at location c., information may be obtained from: Administrative Officer, OTEL, 1325 G Street, NW., Washington, D.C. 20231.

For records at location d.: information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852;

For records at location e.: information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231, and

For records at location f.: information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Requester should provide name, social security number, and time or organization unit of employment pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address for desired location.

Record source categories: Subject individuals, those authorized by the individual to furnish information, supervisors, timekeepers, official personnel records, and IRS.

COMMERCE/DEPT-2.

System name: Accounts Receivable—COMMERCE/DEPT-2.

System location: a. For Departmental offices, BEA, DIBA, EDA, NFPCA, USTS, OMBE, Offices of Federal Cochairmen, RAPCs, and ARC: Office of Financial Management Service, OS, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

b. For MARAD (manual) Division of Accounts, (machine readable) Division of Data Operations, Maritime Administration, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

c. For NBS and OTEL: National Bureau of Standards, Accounting Division, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

d. For NOAA: National Oceanic and Atmospheric Administration, Finance Division, 6010 Executive Boulevard, Rockville, Maryland 20852.

e. For PAT-TM: Office of Finance, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

f. For CENSUS: Finance Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

g. For NTIS: Accounting Control Division, National Technical Information Service, Room 1303, Sills Building, Springfield, Virginia 22161.

Categories of individuals covered by the system: Debtors owing money to organizational components identified in a. through f., including employees, former employees, business firms, general public, and institutions.

Categories of records in the system: Name and address; amount owed, and service, overpayment or other accounting therefor; invoice number, if any.

Authority for maintenance of the system: 5 U.S.C. 5701-09; FPMR 101-7; Treasury Fiscal Requirements Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Billing debtors, reporting to Civil Service Commission for liquidating debts from retirement and other benefits, and routine uses per Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: By name, and invoice number as appropriate.

Safeguards: Physical security, handling by authorized personnel only.

Retention and disposal: Retained until payment is received and account is audited, then disposed of in accordance with Records Control Schedule.

System manager(s) and address: For records at location a.: Director, Office of Financial Management Service, OS, U.S. Dept. of Commerce, Washington, D.C. 20230.

For records at location b.: Chief, Division of Accounts, Maritime Administration, Washington, D.C. 20230.

For records at location c.: Chief, Accounting Division, National Bureau of Standards, Administration Building, Washington, D.C. 20234.

For records at location d.: Chief, Finance Division, NOAA, 6010 Executive Blvd., Rockville, Md. 20852.

For records at location e.: Director, Office of Finance, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location f.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location g.: Chief, Accounting Control Division, National Technical Information Service, Room 1303, Sills Building, Springfield, Virginia 22161.

Notification procedure: For DIBA records at location a., information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230;

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230;

For NBS records at location c., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234);

For OTEL records at location c., information may be obtained from: Administrative Officer, OTEL, 1325 G Street, NW., Washington, D.C. 20231;

For records at location d., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location e., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231; and

For records at location f., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location g., information may be obtained from: Assistant Director, Administration, National Technical Information Service, Room 1006, Sills Building, Springfield, Virginia 22161.

Requester should provide name and address, and invoice number as appropriate, pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, contracting officer as appropriate, accounting records.

COMMERCE/DEPT-3.

System name: Conflict of Interest Records, Appointed Officials—COMMERCE/DEPT-3.

System location: Office of General Counsel, Room 5876, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals, past and present, appointed by the President to Commerce Department offices and other senior level officers of the Department.

Categories of records in the system: Statements of personal and family shareholdings and other interests in business enterprises; copies of blind trust and other agreements pertaining to such interests; correspondence as to insulation of control of such interests; opinions of counsel; and confirmation materials.

Authority for maintenance of the system: 5 U.S.C. 301, 18 U.S.C. 208, 28 U.S.C. 533-535, 44 U.S.C. 3101, E.O. 10450, and E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Disposed of 2 years after separation of employee.

System manager(s) and address: Deputy General Counsel, Room 5870, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and date of appointment pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The subject individual, financial institutions involved, counsel, and those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine suitability for employment.

COMMERCE/DEPT-4.

System name: Congressional Files—COMMERCE/DEPT-4.

System location: Office of the Assistant to the Secretary for Congressional Affairs, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

Categories of individuals covered by the system: Members of Congress.

Categories of records in the system: Biographical information from sources such as the Congressional Quarterly, Congressional Directory, biographies provided by Members' Offices, extracts from the Congressional Record, and correspondence between the Members and the Department.

Authority for maintenance of the system: 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Maintained in paper form only.

Retrievability: Indexed by name of Member or State or Congressional District.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are retained in accordance with the Office's Record Control Schedule.

System manager(s) and address: Assistant to the Secretary for Congressional Affairs, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Departmental Office of Organization and Management Systems, OS, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230. Requester should provide name of Member pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Published Congressional reference materials and the Member, himself or herself.

COMMERCE/DEPT-5.

System name: Donors of Gifts and Bequests—COMMERCE/DEPT-5.

System location: a. For records of Departmental offices, BEA, EDA, OMBE and USTS Office of Financial Management Service, OS, U.S. Department of Commerce, Washington, D.C. 20230.

b. For records of MA Office of Administration, U.S. Merchant Marine Academy Kings Point, Long Island, N.Y. 11024 and Division of Accounts, Maritime Administration, Washington, D.C. 20230 (for cash donations only).

c. For records of DIBA Office of Budget, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

d. For records of NBS, NTIS, and OTEL: Accounting Division, NBS, AdministrationBuilding, Gaithersburg, Maryland (mailing address: Washington, D.C. 20234).

e. For records of NOAA Finance Division, NOAA, 6010 Executive Boulevard, Rockville, Marvland 20852.

f. For records of PAT-TM Office of Finance, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

g. For records of CENSUS Finance Divison, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Categories of individuals covered by the system: Any donor of gifts or bequests of funds, property, or services to Departmental offices or agencies.

Categories of records in the system: Name and address of donor; dollar amount of donations, value and description of non-cash donations; name and title of employee whose expenses are encompassed by the gift, and purposes for which gift or bequest was made.

Authority for maintenance of the system: 5 U.S.C. 608a-608c.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Both paper records in file folders.

Retrievability: Filed chronologically by date of transaction or serial number.

Safeguards: Physical, technical, and administrative security is maintained, with all storage equipment and/or rooms locked when not in use. Admittance, when open, is restricted to authorized personnel only.

Retention and disposal: Records are maintained permanently.

System manager(s) and address: For records at location a.: Director, Office of Financial Management Service, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b.: Assistant Superintendent for Administration, Office of Administration, U.S. Merchant Marine Academy, Kings Point, Long Island, N.Y. 11024 and Chief, Division of Accounts, Maritime Administration, Washington, D.C. 20230.

For records at location c.: Director, Office of Budget, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location d.: Chief, Accounting Division, NBS, Administration Building, Gaithersburg, Maryland. (Mailing address: Washington, D.C. 20234).

For records at location e.: Chief, Finance Division, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location f.: Director, Office of Finance, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location g.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Notification procedure: For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20236.

For records at location c., information may be obtained from: Director, Office of Management and Systems, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230;

For NBS records at location d., information may be obtained from: Associate Director for Administration, Room A1101, Administration Building NBS, Gaithersburg, Md. (Mailing address: Washington, D.C. 20234).

For OTEL records at location d., information may be obtained from: Administrative Officer, OTEL, 1325 G Street, NW., Washington, D.C. 20231.

For records at location e., information may be obtained from: Associate Administrator for Administration, Room 908, Washington Science Center NOAA Rockville Maryland 20852; and

For records at location f., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202.

For records at location g., Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Requester should provide name and datg of transaction, pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Donors and subject employees and those authorized by the foregoing to furnish information.

COMMERCE/DEPT-6.

System name: Visitor Logs and Permits for Facilities Under Department Control—COMMERCE/DEPT-6.

System location: a. Maritime Administration: Beaumont Reserve Fleet, Beaumont, Texas; James River Reserve Fleet, Fort Eustis, Virginia; Reserve Fleet Division Office, New York City, New York; Suisan Bay Reserve Fleet, Benicia, California; and U.S. Merchant Marine Academy, Kings Point, New York.

b. National Bureau of Standards Security Office, Administration Building, Rockville, Maryland 20234; and Guard Service Office, Radio Building, NBS, Boulder, Colorado 80302.

Categories of individuals covered by the system: Non-Federal visitors, Federal personnel entering facilities after duty hours, and employees seeking parking and firearm permits.

Categories of records in the system: Name, address, place of birth, citizenship, physical characteristics, type and number of firearms and amount of ammunition, purpose of visit, affiliation, time in and time out, license numbers, and records of violations.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name, or date and time.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained on site for five years, then disposed of in accordance with unit's Record Control Schedule.

System manager(s) and address: For records at location a.: Security Officer, respective Reserve Fleet address; Reserve Fleet Division Reception Office Chief, Reserve Fleet Division, New York City, New York; and Special Assistant to Superintendent, U.S. Merchant Marine Academy, Commandant's Department, Kings Point, New York.

For records at location b.: Security Officer, Chief, Administrative Service Division, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: For records at location a., information may be obtained from: Secretary, Maritime Administration, Main Commerce Building, Washington, D.C. 20230.

For records at location b., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Administration Building, Washington, D.C. 20234.

Requesters should provide name and address, date of visit or type of permit, as appropriate, in accordance with the inquiry

provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, and employers.

COMMERCE/DEPT-7.

System name: Employee Accident Reports—COMMERCE/DEPT-7.

System location: a. For employees of Departmental Offices, NFPCA, and USTS: Office of Administrative Service and Procurement, U.S. Department of Commerce, Washington, D.C. 20230.

b. For employees of DIBA: Office of Administrative Support, Domestic and International Business Administration, Washington, D.C. 20230.

c. For employees of EDA: Office Service Division, Economic Development Administration, Washington, D.C. 20230.

d. For employees of MARAD: Office of Domestic Shipping, Maritime Administration, Washington, D.C. 20230.

e. For employees of OMBE: Field Operations and Administration, Office of Minority Business Enterprise, Washington, D.C. 20230.

f. For employees of NBS: Safety and Fire Protection Section Administration Building, NBS, Gaithersburg, Md. (P.O. Washington, D.C. 20234).

g. For employees of NOAA: Administrative Operations Division, National Oceanic and Atmospheric Administration, 6010 Executive Blvd., Rockville, Md. 20852.

h. For employees of NTIS: Property Management Branch, Administrative Service Division, National Technical Information Service, 5285 Port Royal Rd., Springfield, Va. 22161.

i. For employees of PAT-TM: Office of General Service, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202.

j. For employees of CENSUS and BEA: Administrative Service Division, Bureau of the Census, Building 3, Washington, D.C. 20233.

k. For employees of OTEL: Administrative Service Office, Office of Telecommunications, 1325 G St., NW., Washington, D.C. 20005.

Categories of individuals covered by the system: All Department employees as categorized by organization component in a. through k., above, who have sustained occupational injury/illness or who have been involved in a motor vehicle accident while on official Government business.

Categories of records in the system: Name; address; home telephone number; date and place of birth; sex; social security number; occupation; grade; location and description of accident or injury; driving permit or license data; physical condition at time of incident; insurance information; vehicle ownership and licensing data.

Authority for maintenance of the system: 29 U.S.C. 651-78, 28 U.S.C. 2671-2680, Executive Orders 11612 and 11807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Also, accident reports involving Government vehicles are disclosed to the General Service Administration, the custodian of Government vehicles; accident information may also be disclosed to insurance carriers during resolution of claims.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Disposed after 5 years.

System manager(s) and address: For records at location a.: Coordinator for Occupational Safety and Health and Motor Management, Departmental Office of Administrative Service and Procurement, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b.: Director, Office of Administrative Support, Domestic and International Business Administration, Washington, D.C. 20230.

For records at location c.: Chief, Office Service Division, Economic Development Administration, Washington, D.C. 20230.

For records at location d.: Safety Officer, Office of Domestic Shipping, Maritime Administration, Washington, D.C. 20230.

For records at location e.: Safety Officer, Field Operations and Administration, Office of Minority Business Enterprise, Washington, D.C. 20230.

For records at location f.: Chief, Safety and Fire Protection Section, Administration Building, NBS, Gaithersburg, Md. (P.O. Washington, D.C. 20234).

For records at location g.: Safety Engineer, Administrative Operations Division, National Oceanic and Atmospheric Administration, Rockville, Md. 20852.

For records at location h.: Chief, Property Management Branch, Administrative Service Division, Sills Building, National Technical Information Service, Springfield, Va. 22161.

For records at location i.: Director, Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location j.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location k.: Safety Officer, Administrative Service Office, Office of Telecommunications, 1325 G St., NW., Washington, D.C. 20233.

Notification procedure: For Departmental office records at location a., information may be obtained from: Director, Office of Organization and Management Systems, OS, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, United States Travel Service, Washington, D.C. 20230.

For records at location b., information may be obtained from: Director, Office of Management and Systems, Domestic and International Business Administration, Washington, D.C. 20230;

For records at location c., information may be obtained from: Director, Office of Public Affairs, Economic Development Administration, Washington, D.C. 20230;

For records at location d., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230;

For records at location e., information may be obtained from: Privacy Officer, Office of Chief Counsel, Office of Minority Business Enterprise, Washington, D.C. 20230;

For records at location f., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Md. (P.O. Washington, D.C. 20234);

For records at location g., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, Rockville, Md. 20852;

For records at location h., information may be obtained from: Assistant Director for Administration, National Technical Information Service, Springfield, Va. 22161;

For records at location i., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231;

For Census records at location j., information may be obtained from: Associate Director for Administration, Bureau of the Census Federal Building 3, Washington, D.C. 20233;

For BEA records at location j., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005;

For records at location k., information may be obtained from: Administrative Office, Office of Telecommunications, 1325 G St., NW., Washington, D.C. 20005; and

Requester should provide name and approximate date of accident pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address for desired location.

Record source categories: Subject individual, those authorized by the individual to furnish information; others involved in accident; witnesses; employee's supervisor; and, the safety officer.

COMMERCE/DEPT-8.

System name: Employee Applications for Motor Vehicle Operator's Card—COMMERCE/DEPT-8.

System location: a. For employees of Departmental offices, NFPCA, OMBE, OTEL, Offices of Federal Cochairmen, and USTS: Office of Administrative Service and Procurement, U.S. Department of Commerce, Washington, D.C. 20230.

b. For employees of DIBA: Office of Administrative Support, Domestic and International Business Administration, Washington, D.C. 20230.

c. For employees of EDA: Office Service Division, Economic Development Administration, Washington, D.C. 20230.

d. For employees of MARAD: Office of Administrative Service, Maritime Administration, Washington, D.C. 20230; the following MARAD regional offices: 26 Federal Plaza, New York, N.Y. 10007; 701 Loyola Ave., New Orleans, La. 70150; 450 Golden Gate Ave., San Francisco, Calif. 94102; and the U.S. Merchant Marine Academy, Department of Public Works, Kings Point, L.I., N.Y. 11024.

e. For employees of NBS: Safety and Fire Protection Section, Administration Building, Gaithersburg, Md. (P.O. Washington, D.C. 20234); and Security Office, Radio Building, NBS, Boulder, Colorado 80302.

f. For employees of NOAA: Administrative Operations Division, National Oceanic and Atmospheric Administration, Rockville, Md. 20852.

g. For employees of PAT-TM: Office of General Service, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

h. For employees of CENSUS and BEA: Administrative Service Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233; and the following Census Regional Offices: 1365 Peachtree Street, NE., Atlanta, Georgia 30309; 441 Stuart Street, Boston, Massachusetts 02116; 230 South Tryon Street, Charlotte, North Carolina 28202; 536 South Clark Street, Chicago, Illinois 60605; 1100 Commerce Street, Dallas, Texas 75202; 11011 West Sixth Avenue (P.O. Box 25207), Denver, Colorado 80225; 234 State Street, Detroit, Michigan 48226; One Gateway Center, 4th and State Streets, Kansas City, Kansas 66101; 1100 Wilshire Boulevard, Los Angeles, California 90024; 26 Federal Plaza, New York City, New York 10007; 600 Arch Street, Philadelphia, Pennsylvania 19106; and 1700 Westlake Avenue, Seattle, Washington 98109.

i. For employees of NTIS: Property Management Division, National Technical Information Service, Sills Building, Springfield, Virginia 22161.

Categories of individuals covered by the system: All Department employees as categorized by organizational components in a. through h. above, who are seeking or holding a Federal vehicle operator permit.

Categories of records in the system: Name; position title; date and place of birth; physical characteristics; social security number, summary of driving record, including all arrests, traffic citations and accidents for the past five years; hearing and visual acuity examination report; road test results; and medical history.

Authority for maintenance of the system: 40 U.S.C. 471; E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement. Also, information is transmitted to the Department of Transportation with request for suitability check.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Disposed of when re-issued at the end of three years or upon employee's termination of employment.

System manager(s) and address: For records at location a.: Coordinator for Occupational Safety and Health and Motor Management, Departmental Office of Administrative Service and Procurement, U.S. Department of Commerce Washington, D.C. 20230.

For records at location b.: Director, Office of Administrative Support, Domestic and International Business Administration, Washington, D.C. 20230.

For records at location c.: Chief, Office Service Division, Economic Development Administration, Washington, D.C. 20230.

For records at location d.: Director, Office of Administrative Service, Maritime Administration, Washington, D.C. 20230.

For records at location e.: Chief, Safety and Fire Protection Section, Administration Building, National Bureau of Standards, Gaithersburg, Md. (P.O. Washington, D.C. 20234).

For records at location f.: Motor Fleet Manager, Administrative Operations Division, National Oceanic and Atmospheric Administration, Rockville, Md. 20852.

For records at location g.: Director, Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location h.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location i.: Chief, Property Management Division, National Technical Information Service, Sills Building, Springfield Virginia 22161.

Notification procedure: For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230;

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For OTEL records at location a., information may be obtained from: Administrative Officer, OTEL, 1325 G Street, NW., Washington, D.C. 20231;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information may be obtained from: Director, Office of Management and Systems, Domestic and International Business Administration, Washington, D.C. 20230.

For records at location c., information may be obtained from: Director, Office of Public Affairs, Economic Development Administration, Washington, D.C. 20230.

For records at location d., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230.

For records at location e., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For records at location f., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852.

For records at location g., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location h., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For BEA records at location h., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005;

For records at location i., information may be obtained from: Assistant Director for Administration, National Technical Information Service, Sills Building, Springfield, Virginia 22161.

Requester should provide name, organizational unit, and approximate date of employement pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, motor vehicle departments in individual's state, and National Driver Register of the Department of Transportation.

COMMERCE/DEPT-9.

System name: Travel Records (Domestic and Foreign) of Employees and Certain Other Persons—COMMERCE/DEPT-9.

System location: a. For employees of Departmental Offices, BEA, DIBA, EDA, NFPCA, OMBE, USTS, Offices of Federal Cochairmen, and RAPCs, members of DOC Advisory Committees; employees and certain other persons associated with ARC; and private citizens invited to visit the Department.

Paper records in office of Financial Management Service, OS, and machine readable records in ADP Operations Division, OOMS, both in Main Commerce Building, Washington, D.C. 20230.

b. For employees of MARAD in Washington, D.C. (machine readable) Division of Data Operations, (manual) Division of Accounts, Maritime Administration, Main Commerce Building, Washington, D.C. 20230. Regional employees, U.S. Merchant Marine Academy Travel Clerk, Kings Point, N.Y. 11024, Administrative Service Office, Maritime Administration, 26 Federal Plaza, New York, N.Y. 10007. Administrative Service Office, Maritime Administration, P.O. Box 52948, New Orleans, La. 70152, Region Office Service, Maritime Administration, 450 Golden Gate Ave., P.O. Box 36073, San Francisco, California 94102, Great Lakes Regional Office, Maritime Administration, Room 600, 666 Euclid Ave., Cleveland, Ohio 44114.

c. For employees of NBS, NTIS and OTEL: Accounting Division, National Bureau of Standards, Administration Building, Washington, D.C. 20234.

d. For employees of NOAA: Travel and Transportation Branch, NOAA Finance Division, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852 and the following Field Finance Offices: Research Building 3, 3100 Marine Street, Boulder, Colo. 80302; Room 1760, 601 E. 12th Street, Kansas City, Mo. 64106; 75 Virginia Beach Drive, Building 2, Miami, Fla. 33149; and, North Bethesda Office Center, 11420 Rockville Pike, Rockville, Maryland 20852.

e. For employees of PAT-TM: Office of General Service, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202.

f. For employees of CENSUS: Finance Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and the following Regional Offices for intermittent CENSUS employees: 1365 Peachtree Street, N.E., Atlanta, Georgia 30309; 441 Stuart Street, Boston, Massachusetts 02116; 230 South Tryon Street, Charlotte, North Carolina 28202; 536 South Clark Street, Chicago, Illinois 60605; 1100 Commerce Street, Dallas, Texas 75202; 11011 West Sixth Avenue (P.O. Box 25207), Denver, Colorado 80225; 234 State Street, Detroit, Michigan 48226; One Gateway Center, 4th and State Street, Kansas City, Kansas 66101; 1100 Wilshire Boulevard, Los Angeles, California 90024; 26 Federal Plaza, New York City, New York 10007; 600 Arch Street, Philadelphia, Pennsylvania 19106; and 1700 Westlake Avenue, Seattle, Washington 98109.

Categories of individuals covered by the system: Employees, Advisory Committee Members, State Representatives of ARC, and official guests of the Department.

Categories of records in the system: Name, address, social security number; destination, intinerary, mode and purpose of travel; dates; expenses including amounts advanced (if any), amounts claimed, and amounts reimbursed; travel orders, travel vouchers, receipts, and passport record card.

Authority for maintenance of the system: Budget and Accounting Act of 1921; Accounting and Auditing Act of 1950; and Federal Claim Collection Act of 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Transmittal to U.S. Treasury for payment, to State Department for passports, and see routine use portion of Prefatory Statement.

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

Storage: Manual and machine readable.

Retrievability: Filed by name, social security number, or travel order number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained according to GSA Federal Travel Regulations, and then disposed of according to unit's Records Control Schedule.

System manager(s) and address: For records at location a., Director, Office of Financial Management Service, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., Chief, Division of Accounts, Maritime Administration, Washington, D.C. 20230; U.S. Merchant Marine Academy Travel Clerk, Kings Point, N.Y. 11024, Administrative Service Officer, Maritime Administration, 26 Federal Plaza, New York, N.Y. 10007; Administrative Service Officer, Maritime Administration, P.O. Box 52948, New Orleans, La. 70152, Regional Office Service Officer, Maritime Administration, 450 Golden Gate Ave., P.O. Box 36073, San Francisco, California 94102, Regional Director, Maritime Administration, Great Lakes Regional Office, 666 Euclid Ave., Cleveland, Ohio 44114.

For records at location c., Chief, Accounting Division, National Bureau of Standards, Administration Building, Gaithersburg, Maryland 20234.

For records at location d., Chief, Travel and Transportation, Finance Division, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852 and the Chief of the particular Field Finance Office listed above.

For records at location e., Director, Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location f., Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and the Director of the particular Regional Office listed above.

Notification procedure: For BEA records at location a., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005;

For DIBA records at location a., information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230;

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230;

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information can be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230.

For NBS and NTIS records at location c., information can be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For OTEL records at location c., information may be obtained from: Administrative Officer, OTEL 1325 G Street, NW., Washington, D.C. 20231;

For records at location d., information can be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location e., information can be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location f., information can be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Requester should provide name, travel order number, if known, and date of travel, in accordance with the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, supervisors, and finance (or accounting) office standard references.

COMMERCE/DEPT-10.

System name: Foreign Residence Requirement Waiver Applicants—COMMERCE/DEPT-10.

System location: Office of Personnel, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

Categories of individuals covered by the system: Applicant aliens seeking Departmental support for requests for waivers of the foreign residence requirement of Section 212(e) of the Immigration and Nationality Act, as amended.

Categories of records in the system: Name, alien registration number, country of current nationality, date and place of birth, education, dates and places of entry and type of visa for each entry into the U.S., location and dates of foreign residence between entries, date of acquisition of exchange-visitor status, dates and places of residence in the United States and in the country of the exchange-visitor's nationality, place of intended residence in the U.S., current residence and telephone number, prospective U.S. employer, report of sponsors of the exchange visit on the request for waiver, and reasons for request of waiver.

Authority for maintenance of the system: 8 U.S.C. 1182(e).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Requests and supporting documentation with recommendation for waiver are submitted to the State Department. Per State Department regulations, names of applicants are required to be transmitted to the applicants' Exchange Visitor Program Sponsors and the governments of their countries and nationality. Disclosed to other Federal Agencies upon their request in order to coordinate effective implementation of the waiver request program. Also see routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Indexed alphabetically by name and calendar year of receipt of application.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained for nine years and then destroyed.

System manager(s) and address: Director, Office of Personnel, Room 5119, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Departmental Office of Organization and Management Systems, OS, Main Commerce Building, Washington, D.C. 20230. Requester should provide name, date of application, and alien registration number, in accordance with inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Applicant, those authorized by the applicant to furnish information, U.S. employer, Exchange Visitor Program sponsor and embassy of country of nationality.

COMMERCE/DEPT-11.

System name: Unfair Labor Practice Charges/Complaints—COMMERCE/DEPT-11.

System location: a. For employees of Departmental Offices, BEA, EDA, NFPCA, NTIS, OMBE, and Office of Federal Cochairmen: Office of Personnel, OS, U.S. Department of Commerce, 14th and Constitution Ave., NW., Washington, D.C. 20230.

b. For Employees of DIBA: Domestic and International Business Administration, Office of Personnel, (Employee Relations Division), 14th and Constitution Avenue, NW., Washington, D.C. 20230.

c. For employees of MARAD: Maritime Administration, Office of Personnel, 14th and Constitution Ave., NW., Washington, D.C. 20230.

d. For employees of NBS: National Bureau of Standards, Personnel Division (Employee Relations and Development Section), Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

e. For employees of NOAA: National Oceanic and Atmospheric Administration, Personnel Division, (Labor Management Relation Section), 6010 Executive Boulevard, Rockville, Maryland 20852.

f. For employees of PAT-TM: Office of Personnel (Employee Relations Division), U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

g. For employees of Census: Personnel Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Categories of individuals covered by the system: Commerce employees filing unfair labor practice charges/complaints.

Categories of records in the system: Formal charge and complaint, name, address, and other personal information about complainant, transcript of hearing (if held), and information about other personnel in complainant's work unit, as relevant.

Authority for maintenance of the system: Executive Order 11491, as amended; Rules and Regulations of the Assistant Secretary of Labor for Labor Management Relations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Information is also transmitted to investigative officials of the Department of Labor as well as to the Federal Labor Relations Council for settlement of the complaint or appeal.

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

Storage: Paper records in file folders.

Retrievability: Name and Docket or Case number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: For records at location a.: Labor Relations Officer, Office of Personnel, U.S. Department of Commerce, Washington, D.C. 20230;

For records at location b.: Chief, Employee Relations Division, Office of Personnel, Domestic and International Business Administration, Washington, D.C. 20230;

For records at location c.: Director, Office of Personnel, Maritime Administration, Washington, D.C. 20230.

For records at location d.: Chief, Employee Relations and Development Section, Personnel Division, National Bureau of Standards, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234);

For records at location e.: Chief, Labor Management Relations Section, Personnel Division, National Oceanic and Atmospheric Administration, 6010 Executive Blvd., Rockville, Maryland, 20852;

For records at location f.: Employee Relations Officer, Office of Personnel, U.S. Patent and Trademark Office, Washington, D.C. 20231;

For records at location g.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Notification procedure: For BEA records at location a., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005.

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street NW., Washington, D.C. 20230;

For NTIS records at location a., information may be obtained from: Assistant Director, Administration, National Technical Information Service, Room 1006, Sills Building, Springfield, Virginia 22161.

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information may be obtained from: Director, Office of Management and Systems, Domestic and International Business Administration, Washington, D.C. 20230;

For records at location c., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230;

For records at location d., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For records at location e., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location f., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington D.C. 20231.

For records at location g., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Requester should provide name, social security number, date of complaint, and organizational unit in which employed at the time of the complaint, pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject complainant, those authorized by the complainant to furnish information, colleagues and supervisors of complainant and management officials.

COMMERCE/DEPT-12.

System name: Investigative Records-Contract and Grant Frauds and Employee Criminal Misconduct—COMMERCE/DEPT-12.

System location: a. For records of EDA: Investigation and Inspection Staff, EDA, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

b. For all other records: Departmental Office of Investigations and Security, OS, Main Commerce Building, Washington, D.C. 20230.

Categories of individuals covered by the system: Past and present employees, when under or having been under investigation for suspected violation of criminal laws; employees and principal officers of contractors used by the Department; and principal officers and employees of organizations, firms, or institutions which are recipients or beneficiaries of grants, loans, or loan guarantee programs of the Department.

Categories of records in the system: Name; address; date and place of birth; citizenship; physical characteristics; employment and military service history; credit references and credit records; education; medical history; arrest records; Federal employee's relatives; dates and purpose of visits to foreign countries; passport numbers; names of spouses, relatives, references, and personal associates; activities; and conflict of interest, security, and suitability for employment.

Authority for maintenance of the system: Executive Orders 10450 and 11652; Title 18 U.S.C., including sections 201, 209, 287, 508, 602, 641, 643, 653, 654, 1001, 1719, 1913, 2071, and 2073; 5 U.S.C. 301; 15 U.S.C. 1512, 28 U.S.C. 533-535; and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information concerning (1) past and present employees, when under or having been under investigation for suspected violation of criminal laws; (2) employees and principal officers of contractors used by the Department; and (3) principal officers and employees of organizations, firms, or institutions which are recipients or beneficiaries of grants, loans, guarantee, or other assistance programs of the Department--may be disclosed to a private organization or individual as necessary to obtain information in connection with a decision concerning the assignment, 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. See routine use paragraphs in Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: For records at location a: Indices are alphabetical, record folders are filed alphabetically by principal subject; For records at location b: Indices are alphabetical, record folders are filed by number.

Safeguards: Locked cabinets in secured rooms or in guarded building, and used only by authorized screened personnel.

Retention and disposal: When cases are closed records are disposed of in accordance with the unit's Records Control Schedule.

System manager(s) and address: For records at location a., Director, Investigation and Inspection Staff, EDA, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., Director, Office of Investigation and Security, OS, Main Commerce Building, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and association with the Department, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals, CSC, FBI and other Federal, state, and local agencies, individuals and organizations that have pertinent knowledge about the subject, and, those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (j)(2), all information about an individual in the record which meets the criteria stated in 5 U.S.C. 552a (j)(2) are exempted from the notice, access, and contest requirements of the agency regulations and from all parts of 5 U.S.C. 552a except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i) and pursuant to 5 U.S.C. 552a (k)(1), (2) and (5), on condition that the 5 U.S.C. 552a (j)(2) exemption is held to be invalid, all information and material in the record which meets the criteria of these three subsections are exempted from the notice, access, and contest requirements under (5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations. The exemption of this information and material is necessary in order to accomplish this law enforcement function of the agency, to prevent disclosure of classified information as required by Executive Order 11652, to assure the protection of the President, to prevent subjects of investigation from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of sources, to maintain access to sources of information, and to avoid endangering these sources and law enforcement personnel.

COMMERCE/DEPT-13.

System name: Investigative Records-Persons Within the Investigative Jurisdiction of the Department—COMMERCE/DEPT-13.

System location: Departmental Office of Investigations and Security, OS, Main Commerce Bldg., Washington, D.C. 20230.

Categories of individuals covered by the system: Nominees, members, and former members of public advisory committees, trade missions, and export councils; employees, former employees, and prospective employees; research associates, and guest workers. Employees of contractors used, or which may be used, by the Department on national security classified projects. Principal officers of some contractors used, or which may be used by the Department. Principal officers and some employees of organizations, firms, or institutions which are recipients or beneficiaries, or prospective recipients or beneficiaries, of grants, loans, or loan guarantee programs of the Department.

Categories of records in the system: Name; address; date and place of birth; Social Security Number; citizenship; physical characteristics; employment and military service history; credit references and credit records; education; medical history; arrest records, Federal employee relatives; dates and purpose of visits to foreign countries; passport numbers; names of spouses, relatives, references, and personal associates; activities; and conflict of interest, security, and suitability materials.

Authority for maintenance of the system: Executive Orders 10450, 11478, 11652; 5 U.S.C. 301 and 7531-32; 15 U.S.C. 1512; 28 U.S.C. 533-535; 44 U.S.C. 3101; and Equal Employment Act of 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information concerning nominees, members and former members of public advisory committees may be disclosed: (a) to OMB in connection with its committee management responsibilities; (b) to other Federal agencies which have joint responsibility for advisory committees or which receive or utilize advice of the committees; and (c) to a Federal,

state or local agency, private organization or individual as necessary to obtain information in connection with a decision concerning appointment or reappointment of an individual to committee membership.

Information concerning (1) nominees, members, and former members of trade missions and export councils, (2) current employees, former employees, and prospective employees; (3) research associates; (4) guest workers, (5) employees of contractors used, or which may be used by the Department on national security classified projects; (6) principal officers of some contractors used, or which may be used, by the Department, and (7) principal officers and some employees of organizations, firms or institutions which are recipients or beneficiaries or prospective recipients or beneficiaries of grants, loans, guarantee or other assistance programs of the Department may be disclosed to a private organization or individual as necessary to obtain information in connection with a decision concerning the assignment, 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. See routine use paragraphs in Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Locked cabinets in secure rooms in guarded buildings, and used only by authorized screened personnel.

Retention and disposal: When cases are closed, records are disposed of in accordance with the unit's Records Control Schedule.

System manager(s) and address: Director, Office of Investigation and Security, OS, Main Commerce Building, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and association with the Department, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals; CSC, FBI and other Federal, state, and local agencies, individuals and organizations that have pertinent knowledge about the subject; and, those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(1), (k)(2) and (k)(5), all information and material in the record which meets the criteria of these subsections are exempted from the notice, access, and contest requirements under 5 U.S.C. 552a (c) (3), (d), (e) (1), (e) (4) (G), (H), and (I), and (f) of the agency regulations because of the necessity to exempt this information and material in order to accomplish this law enforcement function of the agency, to prevent disclosure of classified information as required by Executive Order 11652, to assure the protection of the President, to prevent subjects of investigation from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of information, and to avoid endangering these sources and law enforcement personnel.

COMMERCE/DEPT-14.

System name: Litigation, Claims, and Administrative Proceeding Records—COMMERCE/DEPT-14.

System location: a. For matters involving CENSUS: Office of the Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233. Some records may be duplicated in the offices of Census Bureau division chiefs. A complete address list of division chiefs is available upon request from the individual designated in the notification section below.

b. For matters involving DIBA tort and personal property claims: Office of Administrative Support, Domestic and International Business Administration, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

c. For matters involving EDA: Office of Chief Counsel, EDA, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

d. For matters involving MARAD: Maritime Administration, Office of General Counsel, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230.

e. For matters involving NBS other than violations of traffic and grounds regulations: National Bureau of Standards, Office of the Legal Adviser, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234). For matters involving violations of traffic and grounds regulations at Gaithersburg, Maryland, Security Office, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234) and for violations of those regulations at Boulder or Fort Collins, Colorado, Guard Service Office, NBS, Radio Building, Boulder, Colorado, 80302.

f. For matters involving NFPCA: Office of the Chief Counsel, National Fire Prevention and Control Administration, 2400 M Street, N.W., Washington, D.C. 20037.

g. For matters involving NOAA: Office of General Counsel, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Records in this system may also be located at other NOAA offices in the Washington, D.C. metropolitan area and in the field. A complete list of addresses is available upon request from the individual designated in the notification section below.

h. For matters involving NTIS: Property Management Office, or Office of the Controller, National Technical Information Service, 5285 Port Royal Rd., Springfield, Va. 22161.

i. For matters involving OTEL: Office of the Legal Adviser, or Administrative Office, Office of Telecommunications, 1325 G Street N.W., Washington, D.C. 20005.

j. For matters involving PAT-TM: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

k. For all other matters: Office of the General Counsel, U.S. Department of Commerce, 14th and Constitution Avenue, N.W., Washington, D.C. 20230. Some of the records at locations a. through j. may be duplicated at location k. Also, the records at locations a. through k. may be duplicated in part or in whole in other Department of Commerce systems of records, or in Government-wide systems, at other locations. For assistance in this regard, information may be obtained from the individual identified in the appropriate notification procedure section below.

Categories of individuals covered by the system: Individuals the subject of any litigation in which the Department is involved; individuals who make administrative claims or appeals against the Department; individuals the subject of claims and administrative actions brought by the Department. Individuals cited for violation of traffic and grounds regulations. Individuals who may have provided statements or other evidence with respect to any of the above. "Department" means the U.S. Department of Commerce or any component thereof, or any officer or employee thereof.

Categories of records in the system: Names, addresses, Social Security Account Numbers, statements of claims and analyses thereof, investigatory reports, opinions of law and pleadings, motions, depositions, rulings, opinions, citation particulars (description of vehicle, date of birth, physical characteristics, driving permit or license data, vehicle license data, etc.), and other litigation and claims documentation.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. Section 3101, 42 U.S.C. 3211; 31 U.S.C. 240; 28 U.S.C. 533-535 and 1346(b); 15 U.S.C. 277 and 278e(b); E.O. 10450; and all other authorities of the Department.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are disposed of according to unit's Record Control Schedule.

System manager(s) and address: For records at location a.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location b.: Director, Office of Administrative Support, Domestic and International Business Administration, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location c.: Chief Counsel, Economic Development Administration, Department of Commerce, Washington, D.C. 20230.

For records at location d.: General Counsel, Maritime Administration, Washington, D.C. 20230.

For records at location e.: Legal Adviser, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For records at location f.: Chief Counsel, National Fire Prevention and Control Administration, P.O. Box 19518, Washington, D.C. 20036.

For records at location g.: General Counsel, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location h.: Chief, Administrative Services Division, and Controller, each for their respective protions, National Technical Information Service, 5285 Port Royal Rd., Springfield, Va. 22161.

For records at location i.: Legal Adviser and Administrative Officer, each for their respective portions, Office of Telecommunications, 1325 G St., N.W., Washington, D.C. 20005.

For records at location j.: Solicitor, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location k.: General Counsel, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: For records at location a., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location b., information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location c., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location d., information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location e., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234);

For records at location f., information may be obtained from: Administrative Officer, National Fire Prevention and Control Administration, P.O. Box 19518, Washington, D.C. 20036.

For records at location g., information may be otained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

For records at location h., information may be obtained from: Assistant Director for Administration, National Technical Information Service, Sills Bldg., Springfield, Va. 22161.

For records at location i., information may be obtained from: Administrative Officer, Office of Telecommunications, 1325 G St., N.W., Washington, D.C. 20005.

For records at location j., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location k., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Requester should provide name, address, social security number, case number; date of claim, organization unit in which employed, as appropriate, pursuant to the inquiry provisions which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject claimant or plaintiff; those authorized by the foregoing to furnish information; and, whatever sources pertinent to the nature of the case.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a (k)(1), (k)(2) and (k)(5), all investigatory material and material subject to the provisions of 5 U.S.C. 552(b)(1) in the record which meets the criteria of these sub-sections is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations because of the necessity to exempt this information and material in order to prevent disclosure of classified information as required by Executive Order 11652 in the interest of the national defense and foreign policy and in order for the Department's legal staff to properly perform its functions.

COMMERCE/DEPT-15.

System name: Private Legislation Claimants-Central Legislative Files—COMMERCE/DEPT-15.

System location: Office of the General Counsel, U.S. Department of Commerce, 14th and Constitution Avenue, NW., Washington, D.C. 20230.

Categories of individuals covered by the system: Individual claimants against the government seeking remedy through private relief bills in patent, contract, employee compensation, and other similar areas which involve the Department.

Categories of records in the system: Draft and formal relief bills, statements, and information as to the basis and validity of the claim, and correspondence with the claimant and the sponsor of the legislation.

Authority for maintenance of the system: 5 U.S.C. 301, Act of February 4, 1903, 32 Stat. 825.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained according to the Office's Records Control Schedule.

System manager(s) and address: Assistant General Counsel, Legislation, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Organization and Management Systems, OS, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, social security number, date of claim, and name of bill, if any, pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject claimant and those authorized by the claimant to furnish information; records of units of the Department primarily involved in the transaction, service or application on which the claim is founded, and the sponsoring Member of Congress.

COMMERCE/DEPT-16.

System name: Property Accountability Files—COMMERCE/DEPT-16.

System location: a. For MARAD: Supply Management Division, Maritime Administration, Washington, D.C. 20230. Department of Administrative Service, U.S. Merchant Marine Academy, Kings Point, N.Y. 11024. Administrative Service Office, Maritime Administration, 26 Federal Plaza, New York, N.Y. 10007. Administrative Service Office, Maritime Administration, P.O. Box 52948, New Orleans, La. 70152. Region Office Service, Maritime Administration, 450 Golden Gate Avenue, P.O. Box 36073, San Francisco, California 94102. Great Lakes Regional Office, Maritime Administration, Room 600, 666 Euclid Ave., Cleveland, Ohio 44114.

b. For all libraries of the Department: For listing, see Directory of Libraries in the United States Department of Commerce, 1972, Department of Commerce, Washington, D.C., or American Library Directory, biennial, R.R. Bowker Company, New York City.

c. For employees of CENSUS: Administrative Service Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

and the following Census Regional Offices: 1365 Peachtree Street, N.E., Atlanta, Georgia 30309; 441 Stuart Street, Boston, Massachusetts 02116; 230 South Tryon Street, Charlotte, North Carolina 28202; 536 South Clark Street, Chicago, Illinois 60605; 1100 Commerce Street, Dallas, Texas 75202; 11011 West Sixth Avenue (P.O. Box 25207), Denver, Colorado 80225; 234 State Street, Detroit, Michigan 48226; One Gateway Center, 4th and State Streets, Kansas City, Kansas 66101; 1100 Wilshire Boulevard, Los Angeles, California 90024; 26 Federal Plaza, New York City, New York 10007; 600 Arch Street, Philadelphia, Pennsylvania 19106; and 1700 Westlake Avenue, Seattle, Washington 98109.

d. For employees of NBS: Administrative Service Division, National Bureau of Standards, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234); Instrument Shops Division, Shops Building, NBS, Gaithersburg, Maryland (P.O. Washington, D.C. 20234); and Security Office, Radio Building, NBS, Boulder, Colorado 80302.

e. For employees of PAT-TM: Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Categories of individuals covered by the system: Employees, general public, institutions, and anyone who charges out or signs for books or other materials.

Categories of records in the system: Name; telephone number; title of book; identification of property or equipment; home and business address; employee I.D. number; position; job title; grade; organization; explanations for items not accounted for, correspondence; clearances; and, key number.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101; 40 U.S.C. 481-92; 15 U.S.C. 1518.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper copy in file folders and trays.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal files cabinets, or lockable desks, or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained until property is accounted for, then disposed of in accordance with unit's Record Control Schedule.

System manager(s) and address: For records at location a.: Chief, Supply Management Division, Maritime Administration, Washington, D.C. 20230; Administrative Service Officer, U.S. Merchant Marine Academy, Kings Point, N.Y. 11024; Administrative Service Officer, Maritime Administration, 26 Federal Plaza, New York, N.Y., 10007; Administrative Service Officer, Maritime Administration, P.O. Box 52948, New Orleans, La. 70152; Property Accountability Officer, Region Office Service, Maritime Administration, 450 Golden Gate Avenue, P.O. Box 36073, San Francisco, California 94102; Regional Director, Great Lakes Regional Office, Maritime Administration, 666 Euclid Ave., Cleveland, Ohio 44114.

For records at location b.: the head of the respective library.

For records at location c.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233, and the Director of the particular Regional Office listed above.

For records at location d.: Chief, Administrative Service Division, National Bureau of Standards, Administration Building, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For records at location e.: Director, Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: For records at location a.: Director, Departmental Office of Organization and Management Systems, OS, Main Commerce Building, Washington, D.C. 20230.

For records at location b.: Address communication to the library's parent organization (e.g., National Bureau of Standards) Attention: Privacy Officer, or use the Privacy Officer's Official position title and address as listed in Appendix B to the Department's rules which appear in 15 CFR Part 4b.

For records at location c., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location d., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

For records at location e., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, U.S. Department of Commerce, Washington, D.C. 20231.

Requester should provide name and address pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, book cards, and supply person providing the equipment.

COMMERCE/DEPT-17.

System name: Records of Cash Receipts—COMMERCE/DEPT-17.

System location: a. For Departmental offices, BEA, DIBA, NFPCA, OMBE, USTS, EDA, Offices of Federal Chairman, RAPCs, and ARC: Office of Financial Management Service (Receipts and Distribution Section), OS, U.S. Department of Commerce, 14th and Constitution Ave., NW., Washington, D.C. 20230 and Office of Organization and Management Systems (ADP Operations Division), use same address.

b. For MARAD: Division of Accounts, Maritime Administration, 14th and Constitution Ave., NW., U.S. Department of Commerce, Washington, D.C. 20230.

c. FOR NTIS: Accounting Control Division, National Technical Information Service, Room 1303, Sills Building, Springfield, Virginia 22161.

d. For PAT-TM: Office of Finance, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

e. For Census: Finance Division, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Categories of individuals covered by the system: Individuals paying for goods or services, reimbursing overpayments, or otherwise delivering cash to the Department.

Categories of records in the system: Individual's name, the goods or service purchased, amount, date, check number, division or office, bank deposit, treasury deposit number.

Authority for maintenance of the system: 31 U.S.C. 66(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Manual and machine-readable.

Retrievability: Name and/or account or case number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Permanently maintained.

System manager(s) and address: For records at location a.: Director, Office of Financial Management Service, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b.: Chief, Division of Accounts, Maritime Administration, Washinton, D.C. 20230.

For records at location c.: Chief, Accounting Control Division, National Technical Information Service, Room 1303, Sills Building, Springfield, Virginia 22161.

For records at location d.: Director, Office of Finance, U.S. Patent and Trademark Office, Washington, D.C. 20231.

For records at location e.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Notification procedure: For BEA records at location a., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005;

For DIBA records at location a., information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230;

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, Washington, D.C. 20230.

For OMBE records at location a., information may be obtained from: Privacy Officer Office of Chief Counsel, OMBE, U.S. Department of Commerce Washington, D.C. 20230;

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For all other records at location a., information may be obtained from: Director Office of Organization and Management Systems, U.S. Department of Commerce Washington, D.C. 20230.

For records at location b., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230;

For records at location c., information may be obtained from: Assistant Director Administration, National Technical Information Service, Room 1006, Sills Building, Springfield, Virginia 22161.

For records at location d., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231

For records at location e., information may be obtained from: Assistant Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Requester should provide name, address, date of receipt, and check number or case number pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/DEPT-18.

System name: Employees Personnel Files Not Covered By U.S. Civil Service Commission—COMMERCE/DEPT-18.

System location: a. For employees of Departmental Offices, Offices of Federal Cochairmen, RAPCs, ARC, NFPCA, BEA, EDA, OMBE, USTS, OTEL, and NTIS: Processing and Servicing Branch, Departmental Office of Personnel, Room 5014, U.S. Department of Commerce, Washington, D.C. 20230;

b. For employees of CENSUS: Office of Personnel, Bureau of Census, Federal Building 3, Room 3260, Washington, D.C. 20233;

c. For employees of DIBA: Office of Personnel, Domestic and International Business Administration, Room 3512, U.S. Department of Commerce, Washington, D.C. 20230;

d. For employees of MARAD: Division of Career Management, MARAD Office of Personnel, Room 1099-C, U.S. Department of Commerce, Washington, D.C. 20230;

e. For employees of NBS: Office of Personnel, National Bureau of Standards, Administration Building, Room A123, Gaithersburg, Maryland 20760, and National Academy of Sciences, 2100 Pennsylvania Avenue, N.W., Room JH606, Washington, D.C. 20037;

f. For employees of NOAA: Personnel Division, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852; and

g. For employees of PAT-TM: Office of Personnel, U.S. Patent and Trademark Office, U.S. Department of Commerce, Room 9C06, Crystal Plaza 2, Arlington, Virginia 22202.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: All personnel records in the Department which are subject to the Privacy Act but are not covered in the notices of systems of records published by the U.S. Civil Service Commission. The records of this system may include, but are not limited to: Employee Development; Incentive Awards; International Women's Year; Medical; Career Management Program; Ship Personnel; Employee Overseas Assignment; and Relations; Minority Group Statistics; Personnel Uniform ADP System; Experts and Consultants Quarterly Review; Re-Employment Priority; Repromotion Priority; Merit Promotion Programs; Within-Grade Denials (Reconsideration File); and, Employee Information System.

Authority for maintenance of the system: 5 U.S.C. 301, 44 U.S.C. 3101, and Federal Personnel Manual and related directives of the U.S. Civil Service Commission.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information concerning current or former employees may be disclosed to a private organization or individual as necessary to obtain information in connection with a decision concerning the assignment, 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. See routine uses paragraphs in the Prefatory Statement and routine uses paragraphs of U.S. Civil Service Commission notices of systems of records.

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

Storage: Manual and machine readable.

Retrievability: Filed by name and/or social security number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained according to Unit's Records Control Schedule.

System manager(s) and address: For records at location a.: Chief, Processing and Servicing Branch, Office of Personnel, Room 5014, U.S. Department of Commerce, Washington, D.C. 20230;

For records at location b.: Chief of Personnel, Bureau of the Census, Federal Building 3, Room 3260, Washington, D.C. 20233;

For records at location c.: Director of Personnel, Domestic and International Business Administration, U.S. Department of Commerce, Room 3512, Washington, D.C. 20230;

For records at location d.: Chief, Division of Career Management, Office of MARAD Personnel, Room 1099-C, U.S. Department of Commerce, Washington, D.C. 20230;

For records at location e.: Chief of Personnel, National Bureau of Standards, Administration Building, Room A123, Gaithersburg, Maryland 20760;

For records at location f.: Chief, Personnel Division, National Oceanic and Atmospheric Administration, NBOC2, Rockville, Maryland 20852; and

For records at location g.: Personnel Officer, U.S. Patent and Trademark Office, U.S. Department of Commerce, Room 9C06, Crystal Plaza 2, Arlington, Virginia 22202.

Notification procedure: For BEA records at location a., information may be obtained from: Special Assistant to the Director, BEA, Tower Building, 1401 K Street, NW., Washington, D.C. 20005.

For EDA records at location a., information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, D.C. 20230;

For NFPCA records at location a., information may be obtained from: Administrative Officer, NFPCA, 2400 M Street, NW., Washington, D.C. 20230;

For OEP records at location a., information may be obtained from: Deputy Director, OEP, U.S. Department of Commerce, Washington, D.C. 20230.

For OMBE records at location a., information may be obtained from: Privacy Officer, Office of Chief Counsel, OMBE, U.S. Department of Commerce, Washington, D.C. 20230;

For OTEL records at location a., information may be obtained from: Administrative Officer, OTEL, 1325 G Street, NW., Washington, D.C. 20231.

For USTS records at location a., information may be obtained from: Director, Office of Administration, USTS, U.S. Department of Commerce, Washington, D.C. 20230; and

For NTIS records at location a., information may be obtained from: Deputy Director, NTIS, U.S. Department of Commerce, Washington, D.C. 20230;

For all other records at location a., information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location b., information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location c., information may be obtained from: Director, Office of Management and Systems, Domestic and International Business Administration, Washington, D.C. 20230.

For records at location d., information may be obtained from: Secretary, Maritime Administration, Washington, D.C. 20230;

For records at location e., information may be obtained from: Associate Director for Administration, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234)

For records at location f., information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852; and

For records at location g., information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Officeo Washington, D.C. 20231.

Requester should provide name, social security number, and time or organization unit of employment pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information; others involved in references of the individual; physicians; employee's supervisor; and, sources in the U.S. Civil Service Commission notices.

COMMERCE/DEPT-19

System name: Department Mailing Lists—COMMERCE/DEPT-19.

System location: a. Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

b. National Fire Prevention and Control Administration, Washington, D.C. 20230.

c. Office of Minority Business Enterprise, U.S. Department of Commerce, Washington, D.C. 20230.

d. Office of General Service, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: At location a.: 1. Persons employed in the Suitland Federal Center who have voluntarily submitted an application to be included in the carpool locator system and be listed as a possible carpool member, and 2. Subscribers to Bureau of the Census publications.

At location b.: All regular publication recipients and all individuals who have requested that they be placed on a mailing list or requested information about NFPCA.

At location c.: subscribers to OMBE publications and/or representatives of the media who receive OMBE material at their home addresses.

At location d.: Former employees of the Patent and Trademark Office who have requested that their names be included on a newsletter mailing list.

Categories of records in the system: At location a.: 1. Carpool records include name, address, work week, hours of work, work location, work phone number, willingness to join in a carpool, willingness to participate as a driver or rider in a carpool, zip code. 2. Subscriber lists include name and home address.

At location b.: Name, title, affiliation and address.

At location c.: Name and home address.

At location d.: Name and home address.

Authority for maintenance of the system: 5 U.S.C. 301; 15 U.S.C. 1512, 2205, 2208, and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For all locations, see general routine uses 01 through 6, 08 through 10, and 012 of Prefatory Statement.

For records at location a.: Carpool records are disseminated to other persons working at the Suitland Federal Center who have voluntarily listed themselves to form carpools; home address is suppressed.

For records at location b. Information is provided Federal, state, local or international agencies in response to a written request indicating a likelihood that individuals on the mailing list would benefit by or be interested in material to be sent by the requesting agency.

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

Storage: Paper copy in file folders, computer tape, mailing labels.

Retrievability: Alphabetically by name, and for records at location a., by zip code.

Safeguards: Records are located in locked cabinets or in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained in accordance with each unit's Records Control Schedule.

System manager(s) and address: For records at location a.: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

For records at location b.: Associate Administrator, National Fire Data Center, NFPCA, U.S. Department of Commerce, P. O. Box 19518, Washington, D.C. 20036.

For records at location c.: Chief of Information, Office of Public Affairs, OMBE, Washington, D.C. 20230.

For records at location d.: Director, Office of General Service, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: For records at location a.: Information may be obtained from: Associate Director for Administration, Federal Building 3, Bureau of the Census, Washington, D.C. 20233.

For records at location b.: Information may be obtained from: Administrative Officer, NFPCA, Washington, D. C. 20230.

For records at location c.: Privacy Officer, Office of Chief Counsel, Office of Minority Business Enterprise, U.S. Department of Commerce, Washington, D.C. 20230.

For records at location d.: Information may be obtained from: Assistant Commissioner for Administration, U. S. Patent and Trademark Office, Washington, D.C. 20231.

Record access procedures: Requests from individuals should be addressed to: Same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address for desired location.

Record source categories: Subject individual.

COMMERCE/DEPT-20.

System name: Biographical Files—COMMERCE/DEPT-20.

System location: a. For Secretarial Officers, senior-level officials, and employees of the Office of the Secretary: Office of Communications, U.S. Department of Commerce, Washington, D.C. 20230.

b. For Secretarial Officers and senior-level officials included in Biographical Resumes of Key Officials: Offices of the Director of Personnel, Executive Secretariat, and Assistant Secretary for Administration; all Office of the Secretary, U.S. Department of Commerce, Washington, D.C. 20230.

c. For employees of CENSUS: Public Information Office, Federal Building 03, Bureau of the Census, Washington, D.C. 20230.

d. For employees of DIBA: Office of Public Affairs, Domestic and International Business Administration, U.S. Department of Commerce, Washington, D.C. 20230.

e. For employees of EDA: Office of Public Affairs, Economic Development Administration, U.S. Department of Commerce, Washington, D.C. 20230.

f. For members of the National Public Advisory Committee on Regional Economic Development: Office of Economic Research, Economic Development Administration, U.S. Department of Commerce, Washington, D.C. 20230.

g. For employees of MARAD: Office of Public Affairs, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

h. For members of the Advisory Board to the U.S. Merchant Marine Academy: Office of Assistant Secretary for Maritime Affairs, U.S. Department of Commerce, Washington, D.C. 20230.

i. For employees of NBS: Office of Information Activities, Administration Building, National Bureau of Standards, Gaithersburg, Maryland (P.O. Washington, D.C. 20234).

j. For employees of NBS' Institute for Basic Standards: Program Information Office, Institute for Basic Standards, National Bureau of Standards, Radio Building, Boulder, Colorado 80302.

k. For employees of NFPCA: Office of Information Services, National Fire Prevention and Control Administration, U.S. Department of Commerce, Washington, D.C. 20230.

l. For members of the National Advisory Committee on Oceans and Atmosphere: National Advisory Committee on Oceans and Atmosphere, U.S. Department of Commerce Building, Room 5225, Washington, D.C. 20230.

m. For employees of NOAA and Commissioners of International Fishery Commissions: NOAA headquarters locations: Office of Public Affairs, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852, and/or Office of the Executive Officer, NOAA, U.S. Department of Commerce, Washington, D.C. 20230; and/or NOAA field installations, the principal addresses of which are:

NOAA's National Ocean Survey, 6001 Executive Boulevard, Rockville, Maryland 20850.

NOAA's National Weather Service, 8060 13th Street, Silver Spring, Maryland 20910

NOAA's Sea Grant-Coastal Zone Management, 2001 Wisconsin Avenue, N.W., Washington, D.C. 20235

NOAA's Environmental Research Laboratories, 3100 Marine Street, RB3, Boulder, Colorado 80302, and Environmental Research Laboratories at 9 locations in the United States.

NOAA's National Marine Fisheries Service, 3300 Whitehaven Street, Washington, D.C. 20235

A complete list of all field installations is available upon request from individual designated in notification section below.

n. For employees of OMBE: Public and Congressional Affairs Office, Office of Minority Business Enterprise, U.S. Department of Commerce, Washington, D.C. 20230

o. For employees of PAT-TM: Office of Information Services, Patent and Trademark Office, Washington, D.C. 20231

p. For employees of the Office of the Assistant Secretary for Science and Technology and organizational components reporting to the Assistant Secretary and for members of the Commerce Technical Advisory Board and its subcommittees: Office of the Assistant Secretary for Science and Technology, U.S. Department of Commerce, Washington, D.C. 20230.

q. For employees of the Office of Telecommunications' Institute for Telecommunication Sciences: Institute for Telecommunication Sciences, Office of Telecommunications, Boulder, Colorado 80302.

r. For Federal Cochairmen of Regional Action Planning Commissions: Office of Regional Economic Coordination, Office of the Secretary, U.S. Department of Commerce, Washington, D.C. 20230.

The information in this system may be duplicated in other Privacy Act systems of the Commerce Department, in the systems maintained by the Civil Service Commission, or in the immediate office of the individual to whom the biographical record pertains. For assistance in this regard, contact the Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Present and former Department personnel, members of advisory committees, commissioners of International Fisheries Commissions, and Federal Cochairmen of Regional Action Planning Commissions.

Categories of records in the system: Biographical information which typically includes date and place of birth; education; military service; present position; employment history; field of research; publications; inventions and patents; awards and honors; memberships and affiliations; present and past residences; telephone number; names, ages, and addresses of family members; hobbies and outside interests; and photograph of individual.

Authority for maintenance of the system: 5 U.S.C. 301, 15 U.S.C. 1512, 44 U.S.C. 3101 and Reorganization Plan No. 5 of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Distributed to the press, other government agencies, and the general public for use in connection with written articles, oral interviews, speaking engagements, retirement and obituary notices, and other purposes of public information. Also, general routine uses of Prefatory Statement apply.

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

Storage: Paper records in file folders or notebooks.

Retrievability: By name alphabetically or by position or work unit.

Safeguards: Records are located in locked metal file cabinets or locked rooms during non-business hours.

Retention and disposal: Records retention and disposal is in accord with each operating unit's Records Control Schedule.

System manager(s) and address: For records at location a.: Information Assistant, Office of Communications.

For records at location b.: Director of Personnel, U.S. Department of Commerce.

For records at location c.: Director, Bureau of the Census.

For records at location d.: Director of Public Affairs, Domestic and International Business Administration.

For records at location e.: Program Assistant, Office of Public Affairs, Economic Development Administration.

For records at location f.: Director, Office of Economic Research, Economic Development Administration.

For records at location g.: Public Affairs Officer, Maritime Administration.

For records at location h.: Special Assistant to the Assistant Secretary for Maritime Affairs, U.S. Department of Commerce.

For records at location i.: Chief, Office of Information Activities, National Bureau of Standards.

For records at location j.: Public Information Officer, Institute for Basic Standards, National Bureau of Standards.

For records at location k.: Director of Information Services, National Fire Prevention and Control Administration.

For records at location l.: Executive Director, National Advisory Committee on Oceans and Atmosphere.

For records at location m.: Director of Office of Public Affairs, National Oceanic and Atmospheric Administration.

For records at location n.: Information Officer, Office of Minority Business Enterprise.

For records at location o.: Director, Office of Information Services, Patent and Trademark Office.

For records at location p.: Program Officer, Office of the Assistant Secretary for Science and Technology, U.S. Department of Commerce.

For records at location q.: Public Information Specialist, Institute for Telecommunication Sciences, Office of Telecommunications.

For records at location r.: Records Manager, Office of Regional Economic Coordination, U.S. Department of Commerce.

For each system manager, use same address as shown in applicable system location section above.

Notification procedure: For records at locations a., b., l., r., and for Office of the Secretary records at location p.: Information may be obtained from: Director, Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

For records at the locations listed below, information may be obtained from the individual designated. Use same address for each as shown in appropriate system location section above.

c.: Associate Director for Administration, Bureau of the Census.

d.: Director, Office of Management and Systems, Domestic and International Business Administration.

e. and f.: Director, Office of Public Affairs, Economic Development Administration.

g. and h.: Secretary of the Maritime Administration.

i. and j., and NBS records at location p.: Associate Director for Administration, National Bureau of Standards.

k.: Administrative Officer, National Fire Prevention and Control Administration.

m.: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration.

n.: Privacy Officer, Office of Chief Counsel, Office of Minority Business Enterprise.

o. and PAT-TM records at location p.: Assistant Commissioner for Administration, Patent and Trademark Office.

q. and OTEL records at location p.: Administration Officer, Office of Telecommunications.

For NTIS records at location p.: Assistant Director for Administration, National Technical Information Service, Sills Building, Springfield, Virginia 22161.

Record access procedures: Requests from individuals should be addressed to: same address of the desired location as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address for desired location.

Record source categories: All locations, subject individuals. Also, for records at locations b. and g., the individual's Official Personnel File; for records at location m., supervisors of subject individuals; for records at locations l., and m., personnel offices; and for records at locations i., j., and p., other sources such as news releases, articles and publications relating to the subject individual.

COMMERCE/DEPT-21

System name: Freedom of Information and Privacy Request Records—COMMERCE/DEPT-21.

System location: a. For PA request records of BEA: Office of the Director, Bureau of Economic Analysis, 1401 K Street, N.W., Washington, D.C. 20005.

b. For FOIA request records of CENSUS: Freedom of Information Request Control Desk, Bureau of the Census, Federal Building 3, Suitland, Md. 20233.

c. For FOIA and PA request records of DIBA: Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

d. For PA request records of MARAD: Office of the Secretary of the Maritime Administration, and offices of MARAD Privacy Act system managers, U.S. Department of Commerce, Washington, D.C. 20230. A complete address list of system managers is available upon request.

e. For FOIA and PA request records of NFPCA: Freedom of Information Request Control Desk and Administrative Office, respectively, National Fire Prevention and Control Administration, 2400 M Street, N.W., Washington, D.C. 20037.

f. For FOIA request records of NOAA. Freedom of Information Request Control Desk, National Oceanic and Atmospheric Administration, WSC 05, Rockville, Md. 20852.

g. For FOIA request records of OTEL: Freedom of Information Request Control Desk, Office of Telecommunications, 1325 G Street, N.W., Washington, D.C. 20037.

h. For PA request records of the Office of the Secretary: Office of Organization and Management Systems, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals who have requested records under the Freedom of Information and/or Privacy Acts contained in files maintained by the organizational units shown in the location paragraph above.

Categories of records in the system: Incoming requests; correspondence developed during processing of requests; initial and final determination letters; records summarizing pertinent facts about requests and action taken; copy or description of records released; description of records denied (copies of records denied are not kept with these files).

Authority for maintenance of the system: 5 U.S.C. 301, 5 U.S.C. 552, 5 U.S.C. 552a and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by Department management and legal personnel to assure that each request receives an appropriate reply and to compile data for the required annual reports on activities under the Acts. General routine uses of the Prefatory Statement also apply.

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

Storage: At all locations: Paper records in file folders or loose-leaf binders.

Retrievability: At location c: by control number assigned to each request based on date of receipt. At all other locations: Alphabetically by name of requester.

Safeguards: At all locations: Records are stored in file cabinets in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are disposed of in accordance with the appropriate records disposition authorization approved by the Archivist of the United States.

System manager(s) and address: For records at location a: Special Assistant to the Director, BEA.

For records at location b: Associate Director0 for Administration and Field Operations, Bureau of the Census.

For FOIA records at location c: Freedom of Information Officer, DIBA.

For PA records at location c: Director, Office of Managment and Systems, DIBA.

For records at location d: Secretary of the Maritime Administration.

For FOIA records at location e: Chief Counsel, NFPCA.

For PA records at location e: Administrative Officer, NFPCA.

For records at location f: Assistant Administrator for Administration, NOAA.

For records at location g: Public and Technical Information Officer, OTEL.

For records at location h: Director, Office of Organization and Management Systems, U.S. Department of Commerce.

For each system manager use the same address as shown for that unit in the System Location section above.

Notification procedure: For records at locations a, b, d, f, and h: Same individual and address for each as shown in system manager section above.

For records at locations c and e: Same individual and address for each as shown for Privacy Act records in system manager section above.

For records at location g.: Administrative Officer, OTEL, same address as shown in system manager section above.

Requestor should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The individual making the request, and records derived from the processing of Freedom of Information and Privacy Act requests.

COMMERCE/CENSUS-1.

System name: Agriculture Census Records for 1964 (partial), 1969 and 1974—COMMERCE/CENSUS-1.

System location: Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47103.

Categories of individuals covered by the system: Farm operators and family members.

Categories of records in the system: Age, race, residence, ethnic groups, off-farm employment, income.

Authority for maintenance of the system: 13 U.S.C. 142.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These data maintained by the Bureau of the Census are used solely for statistical purposes and are confidential under 13 U.S.C. 8 and 9. Publications of the Bureau do not contain data that could identify any particular establishment or individual.

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

Storage: Magnetic tape, microform, punch card, paper hard copy.

Retrievability: Retrieved by unique serial identification numbers internal to the Bureau.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, governing the confidentiality of the data.

Retention and disposal: Retention and disposal practices are in accordance with approved General Services Administration schedules. Generally, records are retained for periods of 5 to 7 years, unless a longer period is necessary for statistical purposes or for permanent archival retention.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C., 552 a(k)(4), this record is exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is applicable as the data are maintained by the Bureau of the Census solely as statistical records as required under Title 13 U.S.C. and are not used in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance to agency rules published in 15 CFR Part 4b.

COMMERCE/CENSUS-2.

System name: Employee Productivity Measurement Records—COMMERCE/CENSUS-2.

System location: Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47103 and Bureau of the Census, Personal Census Service Branch, Pittsburg, Kansas 66762. Also at the following Census Regional Offices: 1365 Peachtree Street, NE., Atlanta, Georgia 30309; 441 Stuart Street, Boston, Massachusetts 02116; 230 S. Tryon Street, Charlotte, North Carolina 28202; 536 S. Clark Street, Chicago, Illinois 60605; 1100 Commerce Street, Dallas, Texas 75202; 11011 W. 6th Avenue, P.O. Box 25207, Denver, Colorado 80225; 234 State Street, Detroit, Michigan 48226; One Gateway Center, 4th and State Streets, Kansas City, Kansas 66101; 11080 Wilshire Boulevard, Los Angeles, California 90024; 26 Federal Plaza, New York, New York 10007; 600 Arch Street, Philadelphia, Pennsylvania 19106; 1700 Westlake Avenue, Seattle, Washington, 98109.

Categories of individuals covered by the system: Census employees.

Categories of records in the system: Name, employee number, rate of pay, supervisor organization unit, location, type of work performed, time work accomplished, work units processed, production standard and percent performance, number and types of errors and error rates, work units accepted and rejected, and similar information on employee and work group productivity.

Authority for maintenance of the system: 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraph in the Prefatory Statement.

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

Storage: Magnetic tape, paper copy, microform.

Retrievability: Retrieved by name or employee number and/or program or interviewer code.

Safeguards: Tape under ADP security, sensitive material is held in locked file cabinets.

Retention and disposal: Records retained for 5 years.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Notification procedure: Information may be obtained from: same address as stated in the system manager section above. Requester should provide name, employee number and/or program or interviewer code, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals, timekeepers, supervisors, managers, and those authorized by the individuals to furnish information.

COMMERCE/CENSUS-3.

System name: Individual and Household Statistical Surveys and Special Studies Records—COMMERCE/CENSUS-3.

Security classification: Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47103 and National Archives and Records Service, Washington National Records Center, Washington, D.C. 20409.

Categories of individuals covered by the system: Individuals in families and households designated for statistical sample surveys and special studies.

Categories of records in the system: Age, sex, race, education, marital status, residence, family income, birth expectations, employment, ethnic origin, relationship to head of household, mobility status, and similar social, economic, and demographic characteristics of individuals.

Authority for maintenance of the system: 12 U.S.C. 17012-1, 2(f) and 2(g); 13 U.S.C. 6, 8, 9, 41, 89, 101, 141, 181, 195, and 301; 15 U.S.C. 772; 16 U.S.C. 742d(4) and (5); 23 U.S.C. 134, 307, and 307a; 29 U.S.C. 1 and 9; 31 U.S.C. 686; 42 U.S.C. 242c, 242k, 282(5), 902, 1395 11(a), 1862, 2825, and 3771;and 49 U.S.C. 1605.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: (1) Identifiable data from records not protected by 13 U.S.C. 9, received from State and local units of government responsible for administering Comprehensive Employment and Training Act funds and from individual respondents pursuant to the Longitudinal Manpower Survey authorized by 29 U.S.C. 881(c) and 883, may be furnished to the Social Security Administration solely for the purpose of obtaining further identifiable data for statistical use in the Survey. The data provided are: social security number, name, month and year of birth, race and sex. No determinations affecting individual respondents are made as a result of this routine use. (2) Publications resulting from the use of the records in this system do not contain data that could identify any particular establishment or individual.

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

Storage: Paper copy, punch card, magnetic tape, and microform.

Retrievability: Unique serial identification numbers internal to the Bureau of the Census.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, U.S.C. governing the confidentiality of the data.

Retention and disposal: Retention and disposal practices are in accordance with approved GSA schedules. Generally, records are retained for periods of 5 to 7 years, unless a longer period is necessary for statistical purposes,or for permanent archival retention.

System manager(s) and address: Director, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C., 552a(k)(4), this record is exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is applicable as the data are maintained by the Bureau of the Census solely as statistical records as required under Title 13 U.S.C. and are not used in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance to agency rules published in the rules section of this Federal Register.

COMMERCE/CENSUS-4.

System name: Minority-Owned Business Enterprises Survey Records—COMMERCE/CENSUS-4.

System location: National Archives and Records Service, Washington National Records Center, Washington, D.C. 20409 and General Services Administration, Federal Records Center, Suitland, Maryland 20233 and Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Categories of individuals covered by the system: Female and minority persons who are sole proprietors, partners, or shareholders of small business corporations.

Categories of records in the system: Name, social security number, sex, race, whether Spanish surname, receipts of business, geographic area, legal form of business. Name and social security number are deleted from partners and stockholders once other data are coded. Data include number, geographic dispersion, and economic characteristics of minority business enterprises.

Authority for maintenance of the system: 13 U.S.C. 131 and 132.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These data maintained by the Bureau of the Census are used solely for statistical purposes. Publications do not contain data that could identify any particular establishment or individual.

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

Storage: Paper copy and magnetic tape.

Retrievability: Filed by name and social security number.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, U.S.C. governing the confidentiality of the data.

Retention and disposal: Records are retained in accordance with the unit's Records Control Schedule.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C., 552a(k)(4), this record is exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is applicable as the data are maintained by the Bureau of the Census solely as statistical records as required under Title 13 U.S.C. and are not used in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance to agency rules published in the rules section of this Federal Register.

COMMERCE/CENSUS-5.

System name: Population and Housing Census Records of the 1960 and subsequent Censuses—COMMERCE/CENSUS-5.

System location: Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and Bureau of the Census 1201 East 10th Street, Jeffersonville, Indiana 47103.

Categories of individuals covered by the system: All persons counted during the Censuses of Population and Housing taken in 1960 and later.

Categories of records in the system: Records contain population information on age; sex; race or color; marital status and family relationships; citizenship and ethnic origin; education and veteran status, income, occupation and employment; and housing information on occupancy, vacancy, utilization, plumbing, structural and financial characteristics and equipment, fuels and appliances, and similar social, economic, and demographic characteristics.

Authority for maintenance of the system: 13 U.S.C. 141.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are maintained and used solely for statistical purposes and are confidential under 13 U.S.C 8 and 9. Publications do not contain data that could identify any particular establishment or individual.

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

Storage: Microform, paper copy, magnetic tape, punch cards.

Retrievability: Information is retrieved by the use of unique serial identification numbers internal to the Bureau of the Census.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, U.S.C. governing the confidentiality of the data.

Retention and disposal: Records are retained in accordance with the unit's Records Control Schedule.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C., 552a(k)(4), this record is exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is applicable as data are maintained by the Bureau of the Census solely as statistical records as required under Title 13 U.S.C. and are not used in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance to agency rules published in the rules section of this Federal Register.

COMMERCE/CENSUS-6.

System name: Population Census Personal Service Records for 1900 and All Subsequent Decennial Censuses—COMMERCE/CENSUS-6.

System location: Bureau of the Census, Personal Census Services Branch, Pittsburg, Kansas 66762.

Categories of individuals covered by the system: All persons ever counted during decennial censuses of population (1900-1970).

Categories of records in the system: Name, address, relationship to head of household, date of birth, marital status, occupation and education data, race of household members, and other similar characteristics as reported in each census.

Authority for maintenance of the system: 13 U.S.C. 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records may be considered as statistical records pursuant to 5 U.S.C. 552(a), as they were originally collected for statistical purposes, and are now maintained to perform searches at the request of subject individual under procedures published in the 15 CFR Part 60 and in accordance with 13 U.S.C. 8 to provide proof of age, citizenship, proof of relationship, and limited use for genealogical purposes.

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

Storage: Microform.

Retrievability: Indexed by numerical coding of surname on SOUNDEX system and by township, county, and state.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, U.S.C. governing the confidentiality of the data.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(4) this record is exempt from the notification access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is applicable as data are maintained by the Bureau of the Census as statistical records as required by Title 13, U.S. Code and are not used by the Bureau in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance with the Department's rules which appear in 15 CFR Part 4b.

COMMERCE/CENSUS-7.

System name: Special Censuses of Population Conducted for State and Local Government—COMMERCE/CENSUS-7.

System location: Bureau of the Census, Federal Building 3, Washington, D.C. 20233 and Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47103.

Categories of individuals covered by the system: Residents counted in the area requesting a census.

Categories of records in the system: Address, name, age, race, sex, relationship to head of household, and occasionally other related social, economic, and demographic characteristics.

Authority for maintenance of the system: 13 U.S.C. 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These data maintained by the Bureau of the Census are used solely for statistical purposes. Publications do not contain data that could identify any particular establishment or individual.

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

Storage: Magnetic tape, paper copy.

Retrievability: Records are retrieved by name and address.

Safeguards: All employees are subject to the restrictions, penalties, and prohibitions of Title 13, U.S.C. Employees are also regularly advised of the regulations issued pursuant to Title 13, U.S.C. governing the confidentiality of the data.

Retention and disposal: Tapes retained for 90 days after processing, then erased, paper copy is retained for 2 years, then destroyed.

System manager(s) and address: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C., 552a(k)(4), this record is exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f)). This exemption is applicable as the data are maintained by the Bureau of the Census solely as statistical records as required under Title 13 U.S.C. and are not used in whole or in part in making any determination about an identifiable individual. This exemption is made in accordance to agency rules published in the rules section of this Federal Register.

COMMERCE/DIBA-1.

System name: Individuals Identified in Export Administration Compliance Proceedings or Investigations—COMMERCE/DIBA-1.

System location: a. Office of Export Administration, DIBA, 14th Street and Constitution Ave. NW., U.S. Department of Commerce, Washington, D.C. 20230. b. Appeals Board for the Department, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals identified in an export administration compliance proceeding or investigation. Individuals alleged to have violated the Export Administration regulations; established violators of the regulations; certain other individuals identified by the FBI or other investigating agency or individual in the investigative process such as those involved in organized crime, and individuals who have received warning letters.

Categories of records in the system: Reports from F.B.I., other law enforcement or investigative agencies, investigators, or informants, investigative and intelligence data, documented violations; warning letters. Includes any information on alleged or proven violators of the Export Administration Act.

Authority for maintenance of the system: Export Administration Act of 1969 (50 U.S.C. App. 2401 et seq.), as amended, 5 U.S.C. 301, 28 U.S.C. 533-535, 44 U.S.C. 3101, and E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Maintained in paper form.

Retrievability: Information filed by case or subject file. All names are cross-referenced by name card file.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained for a reasonable period of time. Disposition is recorded.

System manager(s) and address: Director, Compliance Division, Office of Export Administration, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, address, and case or subject, if known, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Individual exporters, those authorized by the individual to furnish information, trade sources, investigative agencies, intelligence or investigative personnel of the Office of Export Administration, and informants.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(j)(2), all information about an individual in the record which meets the criteria stated in 5 U.S.C. 552a(j)(2) are exempted from the notice, access and contest requirements of the agency regulations and from all parts of 5 U.S.C. 552a except subsections (b),(c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i), and pursuant to 5 U.S.C. 552a(k)(1) and (k)(2) on condition that the 5 U.S.C. 552a(j)(2) exemption is held to be invalid, all investigatory material in the record which meets the criteria stated in 5 U.S.C. 552a (k)(1) and (k)(2) are exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations because of the necessity to exempt this information and material in order to accomplish this law enforcement function of the agency, to prevent subjects of investigation from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of sources, to maintain access to sources of information, and to avoid endangering these sources and law enforcement personnel. Section 7(c) of the Export Administration Act of 1969, as amended, also protects this information and material from disclosure.

COMMERCE/DIBA-2.

System name: Individuals Involved in Export Transactions—COMMERCE/DIBA-2.

System location: Office of Export Administration, DIBA, U.S. Department of Commerce, 14th St. and Constitution Ave., NW., Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals involved in export transactions. Information primarily is maintained on foreign companies and business officials, but includes U.S. citizens involved with or working for firms abroad.

Categories of records in the system: Reports and cables from U.S. foreign service posts and reports from investigative agencies.

Authority for maintenance of the system: 50 U.S.C. App. 2401 et seq. (Export Administration Act of 1969 as amended). 5 U.S.C 301, 28 U.S.C. 533-535, 44 U.S.C. 3101, and E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by individual's name.

Safeguards: Barlocked metal cabinets with combination. Some material is maintained in safes.

Retention and disposal: Disposed of after 5 years.

System manager(s) and address: Director, Compliance Division, Office of Export Administration DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and date of involvement in export transactions pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: U.S. Foreign Service Posts, CIA, Compliance Division, OEA, Post Office Fraud Section, FBI, and Defense Intelligence Agency.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2), law enforcement investigatory material is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f), to the extent the disclosure of such material would reveal the identity of a confidential source of information, in order to maintain the ability to obtain necessary information and to fulfill commitments made to sources that their identities would be kept confident.

Pursuant to 5 U.S.C. 552a(k)(1), material which is classified is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f) to prevent disclosures detrimental to national defense or foreign policy.

COMMERCE/DIBA-3.

System name: Individuals Involved in International Business Trade Complaints—COMMERCE/DIBA-3.

System location: Office of Export Development, DIBA, U.S. Department of Commerce, 14th St. and Constitution Ave., NW., Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals filing trade complaints (business disputes) against foreign firms, or against whom foreign firms file complaints through U.S. Embassies.

Categories of records in the system: Complaint and supporting documentation, record of the handling and disposition of the complaint, and third party information (bank references, information obtained from other parties to the transaction, and commercial contacts of the individual).

Authority for maintenance of the system: 15 U.S.C. 1512.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Also foreign governments obtain information on the disputants in order to check reliability of the firms involved, and foreign firms involved in the dispute obtain information. This information is supplied to the foreign governments and foreign firms through the Department of State. The Department of State also uses information to check the credibility of the foreign firms involved in a dispute. Information is released to other executive branch agencies, e.g., SBA, USDA, when a party to the dispute falls within their area of jurisdiction in an attempt to solve the dispute.

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

Storage: Paper records in file folders.

Retrievability: Name of American party to the dispute.

Safeguards: Metal cabinets with bar and combination lock.

Retention and disposal: Permanent.

System manager(s) and address: Director, Office of Export Development, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of individual and name of American party to the dispute pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, the complainant, banks, commercial contracts, and other parties to the transaction.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), material which is classified is exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f), to prevent disclosures detrimental to national defense or foreign policy.

COMMERCE/DIBA-4.

System name: Directors of U.S. Trade Missions, Chairmen of U.S. Government Seminar Missions, and Technical Representatives of Catalog Exhibits—COMMERCE/DIBA-4.

System location: Office of International Marketing, DIBA, 14th St. and Constitution Ave. NW., U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals who are Directors of U.S. Trade Missions, Chairmen of U.S. Government Seminar Missions, and Technical Representatives of Catalog Exhibits sponsored by the Department.

Categories of records in the system: Home address, date and place of birth, photographs, brief career history, citizenship, and passport numbers.

Authority for maintenance of the system: Delegation of Authority, dated June 25, 1962 from United States Information Agency under Section 5 (e) of Executive Order 11034 of June 25, 1962, as amended by Executive Order 11380 of November 8, 1967, insofar as said delegation pertains to U.S. participation in trade missions abroad under the Mutual Educational and Cultural Exchange Act of 1961, as amended (22 U.S.C. 2451 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: By promotion theme of trade mission, location of trade mission and individual's name.

Safeguards: Records are locked in lockable metal file cabinets or in metal file cabinets in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: File is retained for three years and then destroyed.

System manager(s) and address: Director, Special Activities Division, Office of International Marketing, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and location of trade mission and individual's name pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, and individual's company, and those authorized by the individual to furnish information.

COMMERCE/DIBA-5.

System name: Membership Information: District and Regional Export Councils—COMMERCE/DIBA-5.

System location: Office of Export Development, President's Export Council Staff, 14th St. and Constitution Ave. NW., U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Present, former and potential members of the District Export Councils and Regional Export Councils.

Categories of records in the system: Address, date and place of birth, Social Security account numbers, brief career history, education, special qualifications for appointment, and record of appointment. Miscellaneous material such as photographs, press releases and resumes are maintained on some members.

Authority for maintenance of the system: 15 U.S.C. 1512.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed by name of committee or may be filed by name of individual.

Safeguards: Records are located in lockable metal file cabinets or in metal cabinets in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Retained for active councils. Retired when councils terminate or when individuals leave councils.

System manager(s) and address: Director, Office of Export Development, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of individual and council pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, individual's company, and persons nominating the individual for council membership.

COMMERCE/DIBA-6.

System name: National Defense Executive Reserve Personnel Folders—COMMERCE/DIBA-6.

System location: Office of Industrial Mobilization, Bureau of Domestic Commerce, DIBA, 14th St. and Constitution Ave. NW., U.S. Department of Commerce, Washington, DC 20230 and Office of Export Administration, Bureau of East-West Trade, 14th St. and Constitution Ave. NW., U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals from the business community selected to assume responsibility for industrial production, construction, and distribution in the event of national emergencies.

Categories of records in the system: Name; home address; photograph; brief career history; names of close relatives; marital status; previous government experience; previous residences; current and recent past employment and approximate earnings; citizenship; social security number; business and residence telephone numbers; security clearance; statement of understanding; request for appointment; appointment affidavits; secrecy agreement; sex; date and place of birth; military and civil defense obligations; education; and professional and other memberships.

Authority for maintenance of the system: 50 U.S.C. 2153 and E.O. 11179 of September 22, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Transferring data to the Federal Preparedness Agency pursuant to E.O. 11179.

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

Storage: Paper forms and index cards.

Retrievability: Filed alphabetically by individual's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Retained until two years after individual's resignation or death and then discarded.

System manager(s) and address: Director, Office of Industrial Mobilization, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Emergency Planning Officer, Bureau of East-West Trade, Office of Export Administration, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of individual pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/DIBA-7.

System name: Overseas Assignments for DIBA's Office of Field Operations—COMMERCE/DIBA-7.

System location: Office of Field Operations, Domestic and International Business Administration, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Trade Specialists employed by DIBA's Office of Field Operations (OFO)(District Offices) who have applied for overseas assignment and OFO trade specialists on overseas assignment.

Categories of records in the system: Form DIB-716 "Overseas Assignments Data (OFO Personnel Only)". This form contains information on date of birth, U.S. Passport Type and No., position title, grade, private business experience, previous U.S. Government overseas assignments, foreign language proficiency, etc.

Authority for maintenance of the system: The delegation of authority, dated June 25, 1962, from the United States Information Agency under Section 5 (e) of Executive Order 11034 of June 25, 1962, as amended by Executive Order 11380 of November 8, 1967, insofar as said delegation pertains to U.S. participation in trade missions abroad under the Mutual Educational and Cultural Exchange Act of 1961, as amended (22 U.S.C. 2451 et seq.); The foreign Assistance Act of 1961, as amended (22 U.S.C. 2151 et seq.), and Section 302 of Executive Order 10973 of November 3, 1961, issued pursuant thereto, relating to drawing the attention of private enterprise to investment opportunities abroad.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper record in file folders.

Retrievability: Filed by name or geographic district or region.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Indefinitely.

System manager(s) and address: Director, Office of Field Operations, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of individual and assignment location pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/DIBA-8.

System name: Foreign Service Officer Evaluations—COMMERCE/DIBA-8.

System location: Office of International Marketing, DIBA, U.S. Department of Commerce, 14th & E St. and Constitution Ave., N.W., Washington, D.C. 20230.

Categories of individuals covered by the system: Members of the Foreign Service of the United States serving abroad or on detail to the Department of Commerce in economic/commercial positions.

Categories of records in the system: (1) End User and Field Observation Reports, (2) memorandums, cables, letters and other documents used in the preparation of End User and Field Observation Reports, and of Foreign Service Officer Evaluation Reports; and (3) other documents relating to officer performance.

Authority for maintenance of the system: Foreign Service Act of 1946, as amended; 22 U.S.C. 801 et seq., 986; and 15 U.S.C. 1512.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: A record in this system may be disclosed, as a routine use, to the Department of State in connection with the evaluation of the performance of Foreign Service Officers. (See also general routine use paragraphs.)

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by individual FSO's name.

Safeguards: Records are located in lockable metal file cabinets in premises with access limited to those whose official duties require access.

Retention and disposal: End User Reports and Field Observation Reports are transmitted to the Department of State by July 15 of each year. Other documents relating to officer performance are retained until the retirement, resignation or death of the individual and then retired or destroyed, as appropriate.

System manager(s) and address: Director, Support Services Division, Office of International Marketing, DIBA, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Director, Office of Management and Systems, DIBA, Room 3100, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide his name pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, and supervisors of those individuals.

COMMERCE/IATC-1.

System name: Auditor Trainee Registrants—COMMERCE/IATC-1.

System location: Interagency Auditor Training Center, Woodmont Building, 8120 Woodmont Avenue, Bethesda, Maryland 20014.

Categories of individuals covered by the system: Individuals, past and present, who have registered as an enrollee at the Training Center.

Categories of records in the system: Name; date of birth; social security number; phone; address; occupation; position; grade level; and education.

Authority for maintenance of the system: Government Employees Training Act of 1958; Executive Order 11348, April 20, 1976; and Intergovernmental Cooperation Act of 1968 (P.L. 90-557).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Indexed by name and year of attendance.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Director, IATC, Woodmont Building, Room 607, 8120 Woodmont Avenue, Bethesda, Maryland 20014.

Notification procedure: Information may be obtained from: address same as above. Requester should provide name and dates of attendance pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: Director, Office of Organization and Management Systems, OS, Department of Commerce, Washington, D.C. 20230.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/MA-1.

System name: Applications to U.S. Merchant Marine Academy (USMMA)—COMMERCE/MA-1.

System location: Office of Admissions, U.S. Merchant Marine Academy, Kings Point, Long Island, N.Y. 11204.

Categories of individuals covered by the system: Applicants for admission to the Academy.

Categories of records in the system: Contains name; address; name of nominating Congressman and his congressional district; social security number; citizenship; color of hair and eyes; sex; marital status; scholastic background; names of relatives who attended the Academy; high school record; personality record (compiled by high school authorities); seaman's experience; military service data; and biographical sketch. (Form: KP 2-65).

Authority for maintenance of the system: Merchant Marine Act of 1936; 5 U.S.C. 301; 28 U.S.C. 533-535; 44 U.S.C. 3101; 46 U.S.C. 216(b)(1); and, E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statment.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by last name.

Safeguards: Access to and use of these records is limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosure.

Retention and disposal: If admitted, the application becomes part of the Midshipman's Personnel Record for permanent retention. The file is transferred to the Federal Records Center after 5 years. If not admitted, it is retained for one year and destroyed.

System manager(s) and address: Director, Office of Admissions, see address above.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of applicant pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, the individual's high school officials, references, and those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine applicant's suitability for civilan employment and military service.

COMMERCE/MA-2.

System name: Cadet Files, State Merchant Marine Academies—COMMERCE/MA-2.

System location: Office of Maritime Manpower, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Current and former cadets enrolled in the State Maritime Academies.

Categories of records in the system: Name; date of birth; marital status; number of dependents; military service; number of arrests and convictions; date of change in pay; reenrollment or reinstatement; disenrollment; non-subversive activities; no-strike statement; and date of graduation. (Forms MA-1005 and 1006A).

Authority for maintenance of the system: 46 U.S.C 1383,1387.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by last name.

Safeguards: Records are located in lockable file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are transferred to the Federal Records Center one year after graduation or termination and disposed of 60 years after date of enrollment.

System manager(s) and address: Director, Office of Maritime Manpower, see address above.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C., 20230. Requester should provide Cadet's name and State School attended, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The subject student, State Merchant Marine Academies, and those authorized by the student to furnish information.

COMMERCE/MA-3.

System name: Citizenship Statements and Affidavits—COMMERCE/MA-3.

System location: Division of Reserve Fleet, Room 6628, U.S. Department of Commerce, Washington, D.C. 20230, for bidders on surplus vessels; and Citizenship Officer, Office of the General Counsel, MA, Room 4898, U.S. Department of Commerce, Washington, D.C. 20230, for all other programs.

Categories of individuals covered by the system: Officers and shareholders of non-personal applicants and individual applicants.

Categories of records in the system: Name; date and place of birth; nationality; and nationalization data.

Authority for maintenance of the system: Merchant Marine Act of 1936; 46 U.S.C. 11,802, 803, 1114.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statements.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by applicant's name; name of individual or vessel name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are transferred to the Federal Records Center after 5 years where they are retained indefinitely.

System manager(s) and address: Chief, Divison of Reserve Fleet and Citizenship Office, Office of the General Counsel, addresses are same as above.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of

Commerce, Washington, D.C. 20230. Requester should provide name of applicant, or name of individual, or name of vessel, the program under which filed and the date, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject applicant and individual and those authorized by the foregoing to furnish information.

COMMERCE/MA-4.

System name: General Agent's Protection and Indemnity and Second Seaman's Insurance: WSA and NSA—COMMERCE/MA-4.

System location: Office of Marine Insurance, Room 3622, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individuals (e.g., seamen, passengers, stevedores) filing claims against general agents for death, disability, loss of personal effects, detention and repatriation and property damage.

Categories of records in the system: Claimant's name; address; mariner's document number; sea service record; disciplinary records; selective service classification; names of parents; marriage and divorce data; social security number; alien registration and citizenship data; medical information; next-of-kin; wages per month; birth date; witness statements, investigator's report; names of counsel; and executors and administrators of estates. (Forms: MA-574, MA-570, MA-269, MA-26 and 27).

Authority for maintenance of the system: Merchant Marine Act of 1936; 46 C.F.R. 320; 5 U.S.C. 301, 302; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To evaluate and award money for filed claims, negotiate settlements, to contest or to initiate lawsuits. Users are the Office of Marine Insurance; adjustors and attorneys acting for the Government; Office of Federal Employees Compensation in the Department of Labor; and the Marine Index Bureau, 17 Battery Place, New York, N.Y. (a contract service centralizing data on seamen claims). Also see the routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by seaman's name and vessel's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are transferred to the Federal Records Center after one year where they are retained indefinitely.

System manager(s) and address: Director, Office of Marine Insurance, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide seaman's name, vessel name, and date of incident, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual; the individual's attorney; adjustors, investigators; attorneys; Office of Marine Insurance; witness; the Marine Index Bureau; and, those authorized by the individual to furnish information.

COMMERCE/MA-5.

System name: Marine Training School Registrants—COMMERCE/MA-5.

System location: MA regional offices: Eastern-26 Federal Plaza, New York, N.Y. 10007; Central-701 Lovola Ave., New Orleans, La. 70150; Western-450 Golden Gate Ave. San Francisco, California 94102; and, Great Lakes-Room 600, 666 Euclid Ave., Cleveland, Ohio 44114.

Categories of individuals covered by the system: Each seafarer enrolling in an agency training course

Categories of records in the system: Name; address; position title; owner's document number; social security number; certificate number; sponsoring organization; course completed; date of course completion; course grade; date of birth; and telephone number. (Forms: MA-1005 and 1006A).

Authority for maintenance of the system: Merchant Marine Act of 1936; 46 U.S.C. 1126(b)(5)(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to the routine uses referenced in the Prefatory Statement, the information is used by the U.S. Coast Guard for verification of attendance and performance.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by student's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose duties require access.

Retention and disposal: The records are transferred to the Federal Records Center one year after graduation or termination and disposed of 60 years after date of enrollment.

System manager(s) and address: Training Facility Registrar where the training was taken, see address above.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, date and facility attended, course description, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The student, the training instructors, and those authorized by the individual to furnish information.

COMMERCE/MA-6.

System name: Medical Records of Seamen Treated in Overseas Military Hospitals—COMMERCE/MA-6.

System location: Office of Maritime Manpower, Room 4099, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: All seamen who were treated in military hospitals overseas during the Vietnam conflict.

Categories of records in the system: Name; social security number; name of vessel; medical history; treatment provided; and diagnosis.

Authority for maintenance of the system: 5 U.S.C. 301, 302; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use in paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by last name of patient.

Safeguards: Records are located in lockable file cabinets or in metal file cabinets in secured or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are transferred to the Federal Records Center one month after receipt from the military where they are retained indefinitely.

System manager(s) and address: Director, Office of Maritime Manpower, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of seaman and approximate dates of treatment, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The seaman, the medical staff of the treating facility, and those authorized by the seaman to furnish information.

COMMERCE/MA-7.

System name: National Defense Executive Reserve—COMMERCE/MA-7.

System location: Division of Emergency Plans, Room 3716, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Nominees and members of the National Defense Executive Reserve.

Categories of records in the system: Name; home address; photograph; brief career history; names of close relatives; marital status; previous Government experience; previous residences; current and recent employment and approximate earnings; citizenship; social security number; business and residence telephone numbers; security clearance; statement of understanding; request for appointment; appointment affidavits; secrecy agreement; sex; date and place of birth, military and civil defense obligations; education; and professional and other memberships.

Authority for maintenance of the system: 50 U.S.C. 2153; and E.O. 11179 of September 22, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Transferring data to the Federal Preparedness Agency pursuant to E.O. 11179.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by last name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained until two years after individual's resignation or until death and then discarded.

System manager(s) and address: Chief, Division of Emergency Plans, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The individual, those authorized by the individual to furnish information, the investigator performing personal and security investigation and sources contacted by the investigator.

COMMERCE/MA-8.

System name: Non-Attorney Practitioner Applications and "Section 807 Reports"—COMMERCE/MA-8.

System location: Office of the Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Those representing others in agency proceedings.

Categories of records in the system: Name; address; compensation paid; expenses incurred; exact nature of the representation; education; experience; employment history for last five years; date and place of birth; citizenship; past Federal service; involvement in litigation alleging fraud, and Communist, Fascist, etc. affiliations. (Form: MA-327).

Authority for maintenance of the system: Merchant Marine Act of 1936, 46 U.S.C 807.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of practitioner and by name of principal.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to to those whose official duties require access.

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Secretary, Maritime Administration, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, see above address. Requester should provide name of practitioner, pursuant to the inquiry provision of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, the individual's principal, and those authorized by the individual to furnish information.

COMMERCE/MA-9.

System name: Seaman Awards and Nominations, for Service, Valor, etc.—COMMERCE/MA-9.

System location: Office of Maritime Manpower, Room 3069A, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Seamen nominated for and given awards for service, valor, etc.

Categories of records in the system: Name, address; date of birth; mariner's document number; social security number; names of ships and dates of service; and possibly; medical information; and personal recommendations.

Authority for maintenance of the system: Merchant Marine Medals Act; 46 U.S.C. 249.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of seaman or vessel.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are transferred to the Federal Records Center after one year, where they are retained for 75 years with the individual's medical records.

System manager(s) and address: Director, Office of Maritime Manpower, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide seaman's name and name of vessel, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, the individual's co-workers, witnesses to incidents, and those authorized by the individual to furnish information.

COMMERCE/MA-10.

System name: Seamen's Employment Analysis Records—COMMERCE/MA-10.

System location: Division of Data Operations, Room SB-087, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Current and recent merchant seamen.

Categories of records in the system: Social security number; date of birth; records of U.S. Coast Guard issued documents; voyage employment information (e.g., port and date signed on); and maritime schools attended.

Authority for maintenance of the system: 46 U.S.C. 1122(a) and 1126.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Records are stored on magnetic tape.

Retrievability: Filed by social security number.

Safeguards: In addition to technical securities, the records are located in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Basic biographical data are retained indefinitely; discharge records are destroyed two years from date of discharge.

System manager(s) and address: Director, Office of Maritime Manpower, Room 4099, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and social security number pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Magnetic tape is produced from information received from the U.S. Coast Guard.

COMMERCE/MA-11.

System name: Seamen's Unclaimed Wages (Vietnam Conflict)—COMMERCE/MA-11.

System location: (Manual) Division of Accounts, (machine readable) Division of Data Operations, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Seamen owed wages for service aboard Government vessels operated by general agents.

Categories of records in the system: Name; social security number; employing general agent; and wages due and owing.

Authority for maintenance of the system: 31 U.S.C. 65-67.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to routine uses specified in the Prefatory Statement, these records are disclosured to the U.S. Treasury for the purpose of reporting wages owed.

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

Storage: Paper records in file folders and on magnetic tape.

Retrievability: Paper records are filed alphabetically by name and by social security number. Magnetic tape is indexed by social security number.

Safeguards: Paper records are secured in lockable metal file cabinets. Magnetic tapes are subject to technical securities. Both forms of records are located in secured areas with access limited to those whose official duties require access.

Retention and disposal: Both forms of records are retained until such time the claim is resolved or the wages are disbursed.

System manager(s) and address: Chief, Division of Accounts, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and social security number, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The general agents.

COMMERCE/MA-12.

System name: Shipyard Labor Supply and Demand Programs—COMMERCE/MA-12.

System location: Division of Data Operations, Maritime Administration, Room SB-087, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Production workers in selected shipyards.

Categories of records in the system: Name; social security number; skill level, seniority, general employment data; age; and shipyards worked.

Authority for maintenance of the system: 46 U.S.C. 1121(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Records are stored on magnetic tape.

Retrievability: Filed by social security number.

Safeguards: In addition to maintenance of technical securities, the tapes are located in secured areas with access limited to those whose official duties require access.

Retention and disposal: Records are retained for one year and destroyed.

System manager(s) and address: Director, Office of Maritime Manpower, Room 3069A, U.S. Department of Commerce, Washington, D.C. 20230.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, social security number, badge number, and shipyard location, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Employing shipyard.

COMMERCE/MA-13.

System name: Trustees for Ship Sales—COMMERCE/MA-13.

System location: Division of Ship Management, Room 6086, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Individual trustees and executives of nonpersonal entity trustees.

Categories of records in the system: Name; address; vessel name; settlor of the trust; detailed financial information on individual trustees; and personal information on executives of corporate, etc. trustees. (Forms: MA-579, MA-580).

Authority for maintenance of the system: Shipping Act of 1916; 5 U.S.C. 301; 28 U.S.C. 533-535; 44 U.S.C. 3101; 46 U.S.C. 802, 808 and 835; and E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of trustee.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are renewed annually and are retained permanently

System manager(s) and address: Chief, Division of Ship Management, see above address

Notification procedure: Information may be obtained from: Secretary, Maritime Administration U S Department of Commerce, Washington, D.C. 20230 Requester should provide name of trustee pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b Use above address.

Record source categories: Subject trustee and those authorized by the trustee to furnish information.

Systems exempted from certain provisions of the act: All investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to make determinations or the award of Federal contracts.

COMMERCE/MA-14.

System name: USMMA Graduates—COMMERCE/MA-14.

System location: Office of External Affairs, U.S. Merchant Marine Academy, Kings Point, N Y 11024.

Categories of individuals covered by the system: All graduates of USMMA, since 1942, and some parents of graduates.

Categories of records in the system: Name; address (home and business); vocation, class year; social security number; employer's name and address; years of maritime service, at sea and ashore; military service, marine licenses, post-graduate education; honors and awards; and union affiliation Graduate registration for job-placement also contains graduate's preferred salary and job location.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To make employment referrals, to compile statistical reports for Congress and its Members on the professional progress of the graduates, and to mail alumni publications, notices and announcements. The users are the Director, Office of External Affairs and his immediate administrative staff, prospective employers, Congress and its Members, the United States Merchant Marine Academy Alumni Association, Inc., the Kings Point Fund, Inc and the commercial contractor providing automated services. Also see the routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders and basic information is on magnetic tape.

Retrievability: Filed alphabetically by name, and by social security number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access. Records on tape also are subject to physical securities.

Retention and disposal: The records are kept indefinitely.

System manager(s) and address: Director, Office of External Affairs, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: A questionnaire voluntarily returned by graduates every few years; graduates asking to be registered for job-placement, families of graduates, public and private employment of graduates, persons nominating graduates for alumni awards, United States Merchant Marine Academy Alumni Association, Inc.; and published articles naming graduates.

COMMERCE/MA-15.

System name: USMMA Midshipman Account Records—COMMERCE/MA-15.

System location: Budget and Accounts Officer, U.S. Merchant Marine Academy, Kings Point, New York 11024.

Categories of individuals covered by the system: All current midshipmen.

Categories of records in the system: Name, social security number, mailbox number, and all of the debits and credits of the midshipmen to the Academy.

Authority for maintenance of the system: The Merchant Marine Act of 1936, 46 U.S.C. 216(b)(4).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Computer card.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or in secured premises with access limited to those whose official duties require access.

Retention and disposal: Maintained for one year after graduation or separation, and then destroyed.

System manager(s) and address: Budget and Accounts Officer, see above address.

Notification procedure: Information may be obtained from Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230 Requester should provide name of midshipman and dates of attendance pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject midshipman, those authorized by the midshipman to furnish information, the suppliers of midshipman equipment, and the Budget and Accounts Office personnel.

COMMERCE/MA-16.

System name: USMMA Midshipman Grade Transcripts—COMMERCE/MA-16.

System location: U S. Merchant Marine Academy, Kings Point, N. Y. 11024.

Categories of individuals covered by the system: All present and past midshipmen.

Categories of records in the system: Name; social security number; courses taken, grades received, and cumulative average.

Authority for maintenance of the system: The Merchant Marine Act of 1936, and 46 U.S.C. 216(b)(1).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Sent to other schools or employers when requested by the midshipman Users are the midshipman, the Academy registrar, other schools and employers. Also see routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by midshipman's name.

Safeguards: Records are located in lockable metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained indefinitely

System manager(s) and address: Registrar, U.S. Merchant Marine Academy, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of midshipman, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject midshipman, those authorized by the midshipman to furnish information, his instructors, and the Registrar's Staff.

COMMERCE/MA-17.

System name: USMMA Midshipman Medical Files—COMMERCE/MA-17.

System location: Medical Department, U.S. Merchant Marine Academy, Kings Point, New York 11024.

Categories of individuals covered by the system: All midshipmen.

Categories of records in the system: Complete medical history prior to and during enrollment at the Academy.

Authority for maintenance of the system: The Merchant Marine Act of 1936; 5 U.S.C. 301, 28 U.S.C. 533-535; 44 U.S.C. 3101; 46 U.S.C. 216(b); and, E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by midshipman's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or in secured premises with access limited to those whose official duties require access.

Retention and disposal: If appointed, record is retained for sixty years, and if not appointed, the record is retained for one year and destroyed.

System manager(s) and address: Medical Officer, U.S. Merchant Marine Academy. See above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of applicant or midshipman and date of application or appointment pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject applicant or midshipman, those authorized by the foregoing to furnish information, individual's physician, and Academy medical officers.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine suitability for civilian employment and military service.

COMMERCE/MA-18.

System name: USMMA Midshipman Personnel Records—COMMERCE/MA-18.

System location: Office of the Commandant of Midshipmen, U.S. Merchant Marine Academy, Kings Point, New York 11024.

Categories of individuals covered by the system: All current and former midshipmen since inception of the Academy in 1942. Also, all cadet corps personnel from 1938 to 1942.

Categories of records in the system: Nomination to U.S. Merchant Marine Academy; College Board Scores, high school transcript, name; address, social security number, parent's names and address and occupation, relatives who attended USMMA, number of brothers and sisters, medical report, height, weight, color of hair, color of eyes, complexion, commendations, record of disciplinary cases; resignation notice; graduation certification; and report of deficiencies.

Authority for maintenance of the system: The Merchant Marine Act of 1936, 5 U.S.C. 301, 28 U.S.C. 533-535, 44 U.S.C. 3101; 46 U.S.C. 216(b); and E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by midshipman's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are maintained permanently.

System manager(s) and address: Commandant of Midshipmen, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name and period of attendance pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The subject midshipman, faculty administrators and midshipman corps officers who provide copies to the midshipman, former employers, teachers and school authorities, and references; Government or private physicians; U.S. Navy Security Officers, and, those authorized by the midshipman to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine suitability for civilian employment and military service.

COMMERCE/MA-19.

System name: USMMA Non-Appropriated Fund Employees—COMMERCE/MA-19.

System location: Department of Administrative Services, U.S. Merchant Marine Academy, Kings Point, N.Y. 11024.

Categories of individuals covered by the system: All current and former employees of non-appropriated fund activities since 1970.

Categories of records in the system: Name, telephone number, social security number, address, date of birth, height, weight, birthplace, employment history, special qualifications, education summary; references, personnel actions showing positions held and salary paid; insurance coverage, and letters of commendation or reprimand.

Authority for maintenance of the system: The Merchant Marine Act of 1936; 5 U.S.C. 301, 28 U.S.C. 533-535, 44 U.S.C. 3101; 46 U.S.C. 216(b); and, E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement

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

Storage: Paper records in file folders

Retrievability: Filed alphabetically by midshipman's name.

Safeguards: Records are located in lockable metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access

Retention and disposal: Records are retained indefinitely.

System manager(s) and address: Head, Department of Administrative Services, see above address

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of employee and date of employment pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject employee and those authorized by the employee to furnish information; past employers and references; and the employee's supervisor

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine suitability for employment.

COMMERCE/MA-20.

System name: USMMA Ship's Service Employees—COMMERCE/MA-20.

System location: Department of Administrative Services, U.S. Merchant Marine Academy, Kings Point, N.Y. 11024.

Categories of individuals covered by the system: Officers and employees of firms or individuals holding service contracts.

Categories of records in the system: Name; address; education; experience; professional background; and business references.

Authority for maintenance of the system: 5 U.S.C. 301; 28 U.S.C. 533-535; 44 U.S.C. 3101, and, E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by contractor's name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: The records are retained for one year.

System manager(s) and address: Administrative Services Officer and Contracting Officer, Administrative Services Office, see above address.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide name of employee and date(s) of employment pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject contractor/employee, those authorized by the foregoing to furnish information and business references.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine whether to award Federal contracts for maintenance and other services. 0

Commerce/MA-21.

System name: Waivers of Liability to Board Reserve Fleet Vessels—COMMERCE/MA-21

System location: Beaumont Reserve Fleet, Beaumont, Texas; James River Reserve Fleet, Fort Eustis, Virginia, and Suisun Bay Reserve Fleet, Benicia, California.

Categories of individuals covered by the system: All individuals boarding Reserve Fleet vessels.

Categories of records in the system: Name, affiliation, date, and signature. (Form: MA-118).

Authority for maintenance of the system: 50 U.S.C. 1744-45.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or metal file cabinets in secured rooms or in secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are maintained for three years and then destroyed.

System manager(s) and address: The chief of the particular Regional Office: Eastern-26 Federal Plaza, New York, New York 10007; Central-701 Loyola Avenue, New Orleans, Louisiana 70150; Western-450 Golden Gate Avenue, San Francisco, California 94102; and U.S. Merchant Marine Academy, Kings Point, Long Island, New York 11024.

Notification procedure: Information may be obtained from: Secretary, Maritime Administration, Room 3099, U.S. Department of Commerce, Washington, D.C. 20230. Requester should provide the name of the visitor, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NBS-1.

System name: NBS Guest Workers—COMMERCE/NBS-1.

System location: Personnel Division, National Bureau of Standards, U.S. Department of Commerce, Washington, D.C. 20234.

Categories of individuals covered by the system: Guest workers pursuing individual scientific or technical projects.

Categories of records in the system: Agreement between NBS and guest worker; name; citizenship; social security number; supervisor; arrival and departure dates; date of security assurance; conditions; and facilities to be made available.

Authority for maintenance of the system: 27 Stat. 395 and 31 Stat. 1039.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: The records are disposed 5 years after guest worker terminates.

System manager(s) and address: Personnel Officer, Administration Building, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and approximate date of affiliation, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, and operating officials making the facilities available.

COMMERCE/NBS-2.

System name: Inventors of Energy-Related Processes and Devices—COMMERCE/NBS-2.

System location: Office of Energy-Related Inventions, Institute for Applied Technology, National Bureau of Standards, Washington, D.C. 20234.

Categories of individuals covered by the system: Inventors submitting ideas for evaluation by NBS.

Categories of records in the system: Name, address, and telephone number of the persons submitting ideas or inventions for evaluation.

Authority for maintenance of the system: 88 Stat. 1894.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to the routine uses referenced in the Prefatory Statement, the information is used in correspondence with the inventor or person submitting the invention for evaluation and submitter-designated interested third parties, in the evaluation of technical and commercial feasibility, in reports to the Energy Research and Development Administration, and in development of statistical and analytical data.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets; access to all files is restricted to those persons requiring access for evaluation or administrative purposes and who have permission pursuant to a written contract or agreement with NBS, or have written authorization of the legal advisor; an exception to this would be a valid request made under the Freedom of Information Act for information that is not 1) a trade secret or 2) commercial or financial information that is privileged or confidential and therefore falling within the exemption set out in the Act, 5 U.S.C. 552 (b)(4).

Retention and disposal: Currently all records are retained indefinitely.

System manager(s) and address: Chief, Office of Energy-Related Inventions, Institute for Applied Technology, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and additional factual data as appropriate, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/NBS-3.

System name: Research Associates—COMMERCE/NBS-3.

System location: Office of Programs, Administration Building, National Bureau of Standards, U.S. Department of Commerce, Washington, D.C. 20234.

Categories of individuals covered by the system: Research Associates.

Categories of records in the system: Personal history statement, conflict of interest statement, titles of publications authored or coauthored by research associates.

Authority for maintenance of the system: 27 Stat. 395 and 31 Stat. 1039.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Records are transferred from an active to terminated section of the files at conclusion of individual's service as a research associate and are retained in accordance with the unit's Records Control Schedule.

System manager(s) and address: Industrial Liaison Officer, Office of Programs, Administration Building, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and approximate date of affiliation, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NBS-4.

System name: Participants in Clinical Dental Projects—COMMERCE/NBS-4.

System location: Dental and Medical Materials Section, National Bureau of Standards, U.S. Department of Commerce, Washington, D.C. 20234.

Categories of individuals covered by the system: NBS employees and spouses who have volunteered to participate in program.

Categories of records in the system: Name; date and place of birth; business address and phone number; drug sensitivity data; dental work limitations; home address and phone number; age; sex; and race.

Authority for maintenance of the system: 31 Stat. 1449 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Indexed by name and project.

Safeguards: Records are located in steel file cabinets in secured rooms with access limited to those whose official duties require access.

Retention and disposal: Currently records are retained indefinitely.

System manager(s) and address: Chief, Dental and Medical Materials Sections, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and the title of the project, pur-

suant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, clinical examiner, and those authorized by the individual to furnish information.

COMMERCE/NBS-5.

System name: Participants in Human Factors Studies—COMMERCE/NBS-5.

System location: Human Factors Laboratory, Bowman House, National Bureau of Standards, U.S. Department of Commerce, Washington, D.C. 20234.

Categories of individuals covered by the system: Individuals who have served as subjects in Human Factors Laboratory experiments and studies.

Categories of records in the system: Name of the participant; name and description of the study; and signature of the participant, parent, or guardian certifying voluntary participation; and acceptance of the terms of the research participant's agreement.

Authority for maintenance of the system: 31 Stat. 1449 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Maintained in a steel filing cabinet in a secured building with access limited to Human Factors Laboratory staff.

Retention and disposal: Records maintained during course of study and destroyed three years after completion of the study.

System manager(s) and address: Chief, Human Factors Section, Center for Consumer Product Technology, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and the title of experiment, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NBS-6.

System name: Participants in Psychoacoustic Experiments—COMMERCE/NBS-6.

System location: Psychoacoustics Laboratory, Sound Building, National Bureau of Standards, Washington, D.C. 20234.

Categories of individuals covered by the system: Applicants and participants in psychoacoustic experiments.

Categories of records in the system: Name, age, and sex; hearing history; strip chart recording of hearing sensitivity both before and after participation in the experiment; responses to questions and test related to material learned during the experiment.

Authority for maintenance of the system: 84 Stat. 1590.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper questionaires and strip chart recordings in file folders.

Retrievability: Indexed by experiment, date, and then by participant's name.

Safeguards: Maintained in locked metal cabinet, in locked room, accessible only to authorized personnel.

Retention and disposal: Disposed after ten years.

System manager(s) and address: Chief, Sound Section, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and approximate date of experiment, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/NBS-7.

System name: Employees External Radiation Exposure Records—COMMERCE/NBS-7.

System location: Health Physics Section, National Bureau of Standards, Washington, D.C. 20234.

Categories of individuals covered by the system: Individuals working with radioactive materials and machines who may be exposed to ionizing radiation.

Categories of records in the system: Name, social security number, date of birth, organizational unit, and amount of radiation received.

Authority for maintenance of the system: 42 U.S.C. 2201 and 68 Stat. 950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement. Also, film from badges is sent monthly to the U.S. Army for determination of amount of radiation exposure.

Information involving exposure levels, incidents, and amounts of overexposure is required to be submitted to the Nuclear Regulatory Commission. In the event of serious overexposure, information would be disclosed to the Bethesda (Maryland) Naval Medical Center, employee's family physician, and other appropriate medical authorities.

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

Storage: Paper records in file folders and film.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Currently, records are retained indefinitely.

System manager(s) and address: Chief, Health Physics Section, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name, social security number, and date of employment, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and U.S. Army.

COMMERCE/NBS-8.

System name: Nuclear Reactor Operator Licensees File—COMMERCE/NBS-8.

System location: Reactor Operations Section, Reactor Radiation Division, Institute for Materials Research, National Bureau of Standards, Washington, D.C. 20234.

Categories of individuals covered by the system: NBS employees who are licensed as Nuclear Reactor Operators, those whose applications for licenses are being processed, and those whose licenses have expired.

Categories of records in the system: These records contain information relating to the application for a Nuclear Reactor Operator's license, certification of competency, certification of medical history, results of medical examination and related correspondence, reactor operator examination and examination results, records of training, and license or denial letter.

Authority for maintenance of the system: Sections 107, 161(i), Atomic Energy Act of 1954, as amended, 42 U.S.C. 2137, and 2021(i), 15 U.S.C. 272.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in these records may be disclosed To the Nuclear Regulatory Commission for the purpose of conducting audits of the qualifications of reactor operators. Also see routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are maintained in a locked filing cabinet in a limited access building.

Retention and disposal: All records relating to an individual's license and documentation for license including requalification requirements will be retained as long as is required by the Reactor License and will thereafter either be turned over to the individual concerned or destroyed.

System manager(s) and address: Deputy Chief, Reactor Operations Sections, Reactor Radiation Division, Institute for Materials Research, National Bureau of Standards, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room 1105, Administration Building, National Bureau of Standards, Washington, D.C. 20234. Requester should provide name and additional factual data as appropriate, pursuant to the inquiry provisions of the Department's rules, which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, licensed physician, employees of the Reactor Radiation Division, and those authorized by the subject individual to supply information.

COMMERCE/NBS-9.

System name: Participants in Experiments, Studies, and Surveys—COMMERCE/NBS-9.

System location: Portions of the system may be located with contractors involved in the experiments, studies, or surveys, or in any one of the following locations:

Institute for Basic Standards, Room A363, Physics Bldg., NBS, Washington, D.C. 20234. Room R4011, NBS, Boulder, CO 80302.

Institute for Materials Research, Room B364, Materials Bldg., NBS, Washington, D.C. 20234.

Institute for Applied Technology, Room B117, Technology Bldg., NBS, Washington, D.C. 20234.

Institute for Computer Sciences and Technology, Room A200, Administration Bldg., NBS, Washington, D.C. 20234.

For those portions located with contractors, a complete list of contractors and addresses is available from the Associate Director for Administration, Room A1105, Administration Bldg., National Bureau of Standards, Washington, D.C. 20234.

Categories of individuals covered by the system: Individuals who have voluntarily applied to serve or who have served as participants in socio-economic, technical, or psychological experiments, studies and surveys undertaken in furtherance of authorized research activities.

Categories of records in the system: Name, age, birth date, place of birth, sex, race, home address and telephone number, business address and telephone number, education, income, occupation, family size and composition, patterns of product use, drug sensitivity data, medical, dental and physical history information, and such other information as is necessary to be determined by the subject matter and purpose of the experiment, study or survey, including data derived from participants' responses during the course of the authorized research.

Authority for maintenance of the system: 15 U.S.C. 271 et. seq.; 29 U.S.C. 651 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in the system may, on occasion, be disclosed to Federal agencies and other outside organizations which have sponsored the research in connection with which the data were obtained. General routine uses in the Prefatory Statement 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, electromagnetic storage material and microform.

Retrievability: Filed alphabetically by name, or control number or other code identifier.

Safeguards: During business hours the records at NBS sites are maintained in a secured building with access limited to those whose official duties require access, during non-business hours, the records are in secured rooms with access controlled by security guards. Any records maintained by contractors will be maintained in similar fashion in accordance with contractual specifications.

Retention and disposal: Retained in accord with NBS's records control schedule.

System manager(s) and address: Director, Institute for Applied Technology, Room B117, Technology Bldg., NBS, Washington, D.C. 20234.

Notification procedure: Information may be obtained from: Associate Director for Administration, Room A1105, Administration Bldg., National Bureau of Standards, Washington, D.C. 20234. Requester should provide name, approximate date, and title of experiment, study or survey pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: Same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and for appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/NFPCA-1.

System name: Federal Employees with Fire Related Expertise—COMMERCE/NFPCA-1.

System location: National Fire Prevention and Control Administration, 2400 M Street, N.W., Washington, D.C. 20037.

Categories of individuals covered by the system: Federal employees with expertise in fire prevention and control and associated fields.

Categories of records in the system: Name, address, agency, area of expertise.

Authority for maintenance of the system: Section 8(e) and 21(b)(1), and (e) Federal Fire Prevention and Control Act of 1974, P.L. 93-498, 88 Stat. 1535 (15 U.S.C. 2207, 2218).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: In addition to the routine uses referenced in the Prefatory Statement, information about individuals is provided to federal, state, local or international agencies and members of the fire service community including, but not limited to, fire safety and protection organizations, state fire marshals, and firemen, in response to requests indicating that the individual or organization making the request would benefit from the expertise of individuals in the system. Such disclosures are made only if the subject individual has given prior written consent.

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

Storage: Paper records in file folders, bound paper directory, and magnetic tape.

Retrievability: By individual's name, expertise, agency, and geographic location.

Safeguards: Records are located in lockable metal file cabinets or in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Records are updated biennially and retained indefinitely.

System manager(s) and address: Associate Administrator for Fire Safety and Research, National Fire Prevention and Control Administration, U.S. Department of Commerce, P.O. Box 19518, Washington, D.C. 20036.

Notification procedure: Information may be obtained from: Administrative Officer, National Fire Prevention and Control Administration, P.O. Box 19518, Washington, D.C. 20036. Requester should provide name and address in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR 4b. Use above address.

Record source categories: Subject individuals.

COMMERCE/NFPCA-2.

System name: President's and Secretary's Award Nominees—COMMERCE/NFPCA-2.

System location: National Fire Prevention and Control Administration, U.S. Department of Commerce, 2400 M Street, N.W., Washington, D.C. 20037.

Categories of individuals covered by the system: Individuals nominated to receive the President's Award for Outstanding Public Safety Service and individuals nominated to receive the Secretary's Award for Distinguished Public Safety Service.

Categories of records in the system: Name and address of the candidate, his or her position or title, whether the nomination is for the President's or Secretary's Award, the public agency served, the locale where the candidate performs his or her duties, the name of the nominating official, a summary description of the outstanding contribution, distinguished service or extraordinary valor of the nominee, and the relevant duties relating thereto, and copies of any published factual accounts of the nominee's accomplishments.

Authority for maintenance of the system: 15 U.S.C. 2214.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: a. President's Award Nominees - Information about individuals nominated for the President's Award is provided to selected members of the public safety community including but not limited to, fire safety and protection organizations, state fire marshals and firemen, civil defense officers, and law enforcement, corrections or court officers in connection with the evaluation and selection of recipients. Information is also provided to the Department of Defense, the Department of Justice, and the Executive Office of the President. General routine uses in the Prefatory Statement also apply.

b. Secretary's Award Nominees - Information about individuals nominated for the Secretary's Award is provided to selected members of the fire service community including but not limited to, fire safety and protection organizations, state fire marshals and firemen in connection with the evaluation and selection of recipients. When it appears that a nominee's accomplishments are in the areas of civil defense or law enforcement, nominations will be sent to the Department of Defense and/or the Department of Justice. General routine uses in the Prefatory Statement also apply.

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

Storage: Paper records in file folders.

Retrievability: Filed by file number and cross-referenced alphabetically by nominee names.

Safeguards: Records are located in lockable metal file cabinets or in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Retention and disposal is in accord with applicable Records Control Schedule, at present awaiting approval from the Archivist of the United States.

System manager(s) and address: Executive Secretary, Joint Public Safety Awards Board, National Fire Prevention and Control Administration, U.S. Department of Commerce, P.O. Box 19518, Washington, D.C. 20036.

Notification procedure: Information may be obtained from: Administative Officer, National Fire Prevention and Control Administration, P.O. Box 19518, Washington, D.C. 20036. Requester should provide name and address in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Heads of Federal government departments or agencies, governors of states or territories, or chief executives of any general governmental unit within any state or territory.

COMMERCE/NOAA-1.

System name: Applicants for Federal Permits to Take, Buy, or Transport Endangered Species for Specific Purposes—COMMERCE/NOAA-1.

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, Washington, D.C. 20235.

Duplicate portions of the system may be located in the Regional Offices of the National Marine Fisheries Services at: Federal Building, 14 Elm Street, Gloucester, Massachusetts 01930; Duval Building, 9450 Gandy Boulevard, St. Petersburg, Florida 33702; 300 South Ferry Street, Terminal Island, California 90731; Lake Union Building, 1700 Westlake Avenue North, Seattle, Washington 98109; and P.O. Box 1668, Juneau, Alaska 99801.

Categories of individuals covered by the system: Applicants for permits to take, import, export, or transport or sell in interstate or foreign commerce endangered species either for scientific purposes, enhancement of propagation or enhancement of survival, or to minimize undue economic hardship.

Categories of records in the system: Name and address; professional or business affiliation, educational and professional background, other qualifications, and the activities conducted by the individual(s) authorized by permit.

Authority for maintenance of the system: Endangered Species Act of 1973, 16 U.S.C. 1531-1543 10(a), 10(b), and 11(f).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Information from the applications is published in the Federal Register and made available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants, public comments on an application, reviews by NMFS offices, reports from Federal agents and observers on activities conducted under permit authority, and those authorized by the individual applicant to furnish information.

COMMERCE/NOAA-2.

System name: Applicants for Hardship Exemptions under Marine Mammal Protection Act of 1972—COMMERCE/NOAA-2.

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Duplicate portions of the system are located in regional offices of the National Marine Fisheries Service at: Federal Building, 14 Elm Street, Gloucester, Massachusetts 01930; Duval Building, 9450 Gandy Boulevard, St. Petersburg, Florida 33702; 300 South Ferry Street, Terminal Island, California 90731; Lake Union Building, 1700 Westlake Avenue North, Seattle, Washington 98109; and P.O. Box 1668, Juneau, Alaska 99801.

Categories of individuals covered by the system: Applicants for exemptions from the provisions of the Marine Mammal Protection Act of 1972, on the basis of undue economic hardship.

Categories of records in the system: Name and address; professional or business affiliation, educational and professional background; other qualifications of the individual; and the activities conducted by an individual as authorized by exemption; economic, and financial information indicating the degree of anticipated economic hardship.

Authority for maintenance of the system: Marine Mammal Protection Act of 1972 (16 U.S.C. 1361-1407), and regulations (50 CFR 216.31) promulgated under section 112 of the Act, and in accordance with section 101(c).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Information from the application is published in the Federal Register and made available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Marvland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants, public comments on an application, reviews of an application by National Marine Fisheries Service Offices, reports from Federal agents and observers on activities conducted under exemption authority and those authorized by the individual applicant to furnish information.

COMMERCE/NOAA-3.

System name: Applicants for Marine Mammal Scientific Research and Display Permits—COMMERCE/NOAA-3.

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Duplicate portions of the system are located in regional offices of the National Marine Fisheries Service at: Federal Building, 14 Elm Street, Gloucester, Massachusetts 01930; Duval Building, 9450 Gandy Boulevard, St. Petersburg, Florida 33702; 300 South Ferry Street, Terminal Island, California 90731; Lake Union Building, 1700 Westlake Avenue North, Seattle, Washington 98109; and Box 1668, Juneau, Alaska 99801.

Categories of individuals covered by the system: Applicants for permits to take or import marine mammals for the purposes of scientific research and public display.

Categories of records in the system: Name and address; professional or business affiliation, educational and professional background, and the activities conducted by an individual as authorized by permit.

Authority for maintenance of the system: Marine Mammal Protection Act of 1972 (16 U.S.C. 1361-1407), and is specifically solicited in accordance with regulations (50 C.F.R. 216.31) promulgated as authorized by section 112 of the Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Information from the applications is published in the Federal Register and available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Marvland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants, public comments on an application, reviews by NMFS offices and the U.S. Marine Mammal Commission, reports from Federal agents and observers on activities conducted under permit authority, and those authorized by the individual applicant to furnish information.

COMMERCE/NOAA-4.

System name: Applicants for the NOAA Corps—COMMERCE/NOAA-4.

System location: Office of the Director, NOAA Corps, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852.

Categories of individuals covered by the system: Applicants for appointment in the NOAA Corps.

Categories of records in the system: Name, social security number, letters of reference, physical examinations, college transcripts, statements of prior military sevice, recruiting officer's appraisal, personal resumes, and similar data necessary to be considered for a commission in the NOAA Corps.

Authority for maintenance of the system: 33 U.S.C. 853i, 853j, 853j-1, 853l, 854, 854a-1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Also to respond to the applicant, Members of Congress, or others with a valid interest who may inquire as to the status of the application or who may request reconsideration of a rejected application.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are maintained in secured room. Access only on the authority of the Director NOAA Corps or the Chief/Deputy Chief, Commissioned Personnel Division.

Retention and disposal: Destroyed after approximately six months if rejected, unless applicant indicates a desire for reconsideration.

System manager(s) and address: Director, NOAA Corps, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville Maryland 20852. Requester should provide name, address, social security number, and date of birth, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals, personal references, the NOAA Corps officer who recruited the individual, and those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine applicant's suitability for employment in the NOAA Corps.

COMMERCE/NOAA-5.

System name: Applicants for Threatened Species Permits—COMMERCE/NOAA-5 (Note: A system now being established to be in operation by late September 1975).

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235

Duplicate portions of the system may be located in the regional offices of the National Marine Fisheries Service at: Federal Building, 14 Elm Street, Gloucester Massachusetts 01930; Duval Building, 9450 Gandy Boulevard, St. Petersburg, Florida 33702; 300 South Ferry Street, Terminal Island, California 90731; Lake Union Building, 1700 Westlake Avenue North, Seattle, Washington 98109; and P.O. Box 1668, Juneau, Alaska 99801.

Categories of individuals covered by the system: Applicants for permits to engage in activities involving threatened species which are otherwise prohibited by protective regulations. Protective regulations for threatened species may allow exceptions by permit to prohibited acts.

Categories of records in the system: Name and address; profession or business affiliation, educational and professional background; other qualifications, and the activities conducted by the individual(s) as authorized by permit.

Authority for maintenance of the system: The Endangered Species Act of 1973 (16 U.S.C. 1531-1543).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Information from the application is published in the Federal Register and made available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants, public comments on an application, reviews of an application by National Marine Fisheries Service Offices, reports from Federal agents and observers on activities conducted under permit authority, and those authorized by the individual applicant to furnish information.

COMMERCE/NOAA-6.

System name: Commissioned Officers Official Travel Orders Folders—COMMERCE/NOAA-6.

System location: Office of the Director, NOAA Corps, National Oceanic and Atmospheric Administration, Rockville, Maryland 20852.

Categories of individuals covered by the system: Commissioned officers of the NOAA Corps (active, retired, and deceased) and former officers separated within previous six months.

Categories of records in the system: Name, grade, social security number, estimated travel cost, dates of transfer, assignment locations, and type of duty.

Authority for maintenance of the system: 37 U.S.C.; 33 U.S.C. 857-5, 857a, 855.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Also the record is sent to the organization to which officer is assigned such as branches of the U.S. Military Service, branches of foreign military services, World Weather Organization, etc., to authorize travel and travel allowances and to effect assignments and assignment changes for commissioned officers.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are maintained in a locked space. Access only on the authority of the Director NOAA Corps, or the Chief/Deputy Chief, Commissioned Personnel Division.

Retention and disposal: Retained as separate file on all active duty officers. Incorporated into the Official Personnel File of retired and deceased officers and retained. Incorporated into the Official Personnel File of separated officers and after six months transferred to the National Personnel Records Center, St. Louis, Missouri 63118.

System manager(s) and address: Director, NOAA Corps, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide full name, social security number, date of birth, and dates of service, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual's Official Personnel Record and from the approved recommendations of the Officer Assignment Board.

COMMERCE/NOAA-7.

System name: Commissioned Officer Official Personnel Folders—COMMERCE/NOAA-7.

System location: Office of the Director, NOAA Corps (NC), National Oceanic and Atmospheric Administration, Rockville, Maryland 20852.

Categories of individuals covered by the system: Commissioned Officers of the NOAA Corps (active, retired, and deceased) and former commissioned officers separated within previous six months.

Categories of records in the system: Name, social security number; selective service number; promotion history; history of assignments, performance evaluations; date of birth; education, prior employment history; prior uniformed service; pay and allowance data; relatives, references; commendations, discipline; insurance; medical evaluations; and similar personal information.

Authority for maintenance of the system: 33 U.S.C. 853a-t, 854a-a-2, 855, 856, 857, 857-1-5, 857a, 858, 864, 865, 872, 873, 874, 875, 876; 5 U.S.C. 301, 28 U.S.C. 533-535; 44 U.S.C. 3101; and, E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement. Users are Selective Service System, Veterans Administration, Federal Housing Administration, Social Security Administration, Public Health Service, Department of Defense elements, Taxing authorities (Federal, State and local), unemployment compensation authorities, and the organization to which officer is assigned such as branches of U.S. Military Service, branches of foreign military services, World Weather Organizations, etc. Selected information is disseminated to determine eligibility for retention, promotion, retirement, separation, and other personnel actions, physical fitness, entitlement to pay and various allowances; report taxes withheld; entitlement to social security benefits, veterans benefits, unemployment compensation, waivers for repayment of student loans, death benefits, survivor benefits, and FHA in-service loans; assignments; and selective service status.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are maintained in secured area. Access only on the authority of the Director, NOAA Corps or the Chief/Deputy Chief, Commissioned Personnel Division.

Retention and disposal: Records retained indefinitely on active, retired, and deceased officers, discharged officer's records are retained for approximately 6 months, then transferred to the National Personnel Records Center, St. Louis, Missouri 63118.

System manager(s) and address: Director, NOAA Corps, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name, address, social security number and date of birth pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, official correspondence and forms generated by routine personnel actions, previous employers, prior military service, Selective Service System, Federal Housing Administration, Social Security Administration, and similar sources.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(5), all investigatory material in the record which meets the criteria of 5 U.S.C. 552a(k)(5) is exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations in order to fulfill commitments made to protect the confidentiality of sources, and to maintain access to sources of information which are necessary to determine employee's suitability for employment in the NOAA Corps.

COMMERCE/NOAA-8.

System name: Commissioned Officers Retired Payroll—COMMERCE/NOAA-8.

System location: Office of the Director, NOAA Corps, NOAA, Rockville, Md. 20852.

Categories of individuals covered by the system: Commissioned officers of the NOAA Corps who are entitled to retired pay, and the survivors of deceased active duty and retired officers who are entitled to a survivor's annuity.

Categories of records in the system: Name; social security number; amount of gross retired pay or survival annuity; amount of federal income tax withheld; amount of VA reduction; amount of survivor benefit cost deducted; miscellaneous deductions; and net retired pay or annuity.

Authority for maintenance of the system: 33 U.S.C. 853a-h, 853j-l-t, 854a-2; 856; 857-2; 857-5; 872, 873. Authorities for Payroll Records: 5 U.S.C. 301, 552; Chap. 55; 31 U.S.C. 550; 628; 31 U.S.C. 52, 15 U.S.C. 1511, 37 U.S.C. 201 (Pay for Commissioned Officers); 5 App. Reorg. Plan No. 4 of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Manual, flat-paper computer print-out.

Retrievability: Filed by month and year.

Safeguards: Records are maintained in a secured area. Access only by authority of the Director, NOAA Corps or the Chief, Program Planning, Liaison and Training Division.

Retention and disposal: Retained 3 years and then destroyed.

System manager(s) and address: Director, NOAA Corps, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide full name, grade, social security number and branch of service pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Information is a print-out from the computerized retired pay system maintained by the Commanding Officer, U.S. Navy Finance Center, 240 East Ninth Street, Cleveland, Ohio 44199, who maintains, under contract, the pay accounts of retired NOAA Corps officers and their annuitants.

COMMERCE/NOAA-9.

System name: Commissioners of International Fishery Commissions—COMMERCE/NOAA-9.

System location: Office of International Fisheries, NMFS, NOAA, Page Building 02, U.S. Department of Commerce, 3300 Whitehaven, Washington, D.C. 20235.

Categories of individuals covered by the system: Past and present commissioners of international fisheries commissions, e.g., the Inter-American Tropical Tuna Commission, the North Pacific Fur Seal Commission.

Categories of records in the system: Biographical data; education; past work experience, and positions previously held.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101 and other relevant statutes and international conventions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Notebook of forms.

Retrievability: Listing is alphabetical by name.

Safeguards: List is in file cabinet in room which is locked when unoccupied.

Retention and disposal: Indefinite retention.

System manager(s) and address: Senior Policy Analyst, Office of International Fisheries, F4, NMFS, NOAA, Commerce, Washington, D.C.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name and address, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NOAA-10.

System name: Employee Production Records—COMMERCE/NOAA-10.

System location: Field Finance Offices (Boulder, Colo.; Kansas City, Mo.; Miami, Fla., and Rockville, Md.) of NOAA Finance Division, 6010 Executive Blvd., Rockville, Md. 20852 and Microfilming Unit, Technical Services Branch, National Climatic Center, NOAA, Federal Building, Ashville, N.C. 2881.

Categories of individuals covered by the system: Certain NOAA employees at the system location.

Categories of records in the system: Employee output in workload units; number of records filmed each work day by each employee.

Authority for maintenance of the system: 5 U.S.C. 301; 33 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders, and automated records.

Retrievability: Filed alphabetically by name.

Safeguards: Records are kept in offices locked during nonworking hours.

Retention and disposal: Records are retained until superseded by current data and then destroyed.

System manager(s) and address: As appropriate: Chief, Field Finance Officers or Director, National Climatic Center, see above addresses.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name, place of employment (name and location of office, division, branch, and section), dates employed, and social security number, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Compiled from organization work sheets and from logs posted by employees.

COMMERCE/NOAA-11.

System name: Fisheries Law Enforcement Case Files—COMMERCE/NOAA-11.

System location: Law Enforcement Division, NMFS, 3300 Whitehaven Street, NW., National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Categories of individuals covered by the system: Violators and alleged violators of the criminal and/or civil provisions of certain laws (listed in the Authority section of this notice) and the regulations issued thereunder, within the responsibility of the Secretary of Commerce.

Categories of records in the system: 1. Information compiled for the purpose of identifying individual criminal and/or civil offenders and alleged offenders and consisting of identifying data and notations of arrests, the nature and disposition of criminal or civil charges, sentencing, confinement, release, parole and probation status, and fines and penalties assessed;

2. Information compiled for the purpose of a criminal or civil investigation, including reports of informants and investigators, and associated with an identifiable individual;

3. Reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal and civil laws from arrest or indictment through release from supervision, and the imposition of civil sanctions through administrative and/or judicial process; and

4. Investigatory material compiled for law enforcement purposes other than the material covered above.

Authority for maintenance of the system: Reorganization Plan No. 4 of 1970; 5 U.S.C. 301; 28 U.S.C. 533-535; 44 U.S.C. 3101; E.O. 10450; Certain sections of Titles 15, 16, 18, and 22 of the United States Code; and, relevant treaty, international convention, and/or agreements of which there are approximately 20. (Example: International Convention for the Regulation of Whaling (TIAS 1849) cf. 16 U.S.C. 916).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in Prefatory Statement. Also, information is given to the Marine Mammal Commission for their use in making recommendations on the issuance of permits and the award of grants under the Marine Mammal Protection Act of 1972.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by individual's name and is also given an identifying case number at its initiation.

Safeguards: Employees are informed of the Departmental rule of conduct regarding unauthorized disclosure of information contained in official records. All Special Agents receive a security clearance, granted by the Department of Commerce, after an investigation. The files of the Law Enforcement Division which relate to information concerning an identifiable individual are maintained in locked, metal file cabinets.

Retention and disposal: All records of this Division are subject to the retention and disposal procedures set forth in NOAA Directives Manual 62-10, et seq.

System manager(s) and address: Chief, Law Enforcement Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, 3300 Whitehaven Street, NW., Page Building 2, Suite 426, Washington, D.C. 20235.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name, address, and case number pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information; NMFS investigators; Federal and state law enforcement personnel; foreign governments; special interest organizations, members of the general public, and all information sources that are open to the public-at-large.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(j)(2), all information about an individual in the record which meets the criteria stated in 5 U.S.C. 552a(j)(2) are exempted from the notice, access and contest requirements of the agency regulations and from all parts of 5 U.S.C. 552a except subsections (b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i), and pursuant to 5 U.S.C. 552a(k)(2), on condition that the 5 U.S.C. 552a(j)(2) exemption is held to be invalid, all investigatory material in the record which meet the criteria stated in 5 U.S.C. 552a(k)(2) are exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)) of the agency regulations because of the necessity to exempt this information and material in order to ac-

complish this law enforcement function of the agency, to prevent subjects of investigation from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of sources, to maintain access to sources of information, and to avoid endangering these sources and law enforcement personnel. In addition, pursuant to 5 U.S.C 552a(k)(1), all materials qualifying for this exemption are exempt from 5 U.S.C 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), (I), and (f) in order to prevent disclosure of classified information as required by Executive Order 11652 in the interest of the national defense and foreign policy.

COMMERCE/NOAA-12.

System name: Marine Recreational Fishermen's Catch Statistics—COMMERCE/NOAA-12.

System location: Data Management and Statistics Division, NMFS,NOAA, U.S. Department of Commerce, 3300 Whitehaven Street, NW., Washington, D.C. 20235.

Categories of individuals covered by the system: Marine recreational fishermen.

Categories of records in the system: Marine recreational fishermen catches by species, length, weight, area of capture, disposition of catch, and expenses and other trip records.

Authority for maintenance of the system: Fish and Wildlife Act as amended (16 U.S.C. 742 et seq.).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper copy, punch cards, mag-tape, and disc files.

Retrievability: Filed alphabetically by name.

Safeguards: Personnel indoctrination and screening; secured offices; and entrance into the computer system to obtain individual records would require detailed knowledge of in-house ADP procedures by a skilled computer programer.

Retention and disposal: Records are permanently maintained.

System manager(s) and address: Chief, Data Management and Statistics Division (F23), see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Individual recreational fishermen.

COMMERCE/NOAA-13.

System name: Guest Workers at National Geophysical and Solar-Terrestrial Data Center—COMMERCE/NOAA-13.

System location: National Geophysical and Solar-Terrestrial Data Center, EDS/NOAA, RB3, Room A123, Boulder, Colorado 80302.

Categories of individuals covered by the system: People that are visiting NGSDC as Guest Workers to use the data files.

Categories of records in the system: Name; address; length of visit; type of work they are doing; and education.

Authority for maintenance of the system: 5 U.S.C. 301 and 44 U.S.C. 3301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in metal file cabinets which are locked after hours. Access is limited to those whose official duties require access.

Retention and disposal: Records are retained for 3 years.

System manager(s) and address: Administrative Officer, NGSDC, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Blvd., Rockville, Maryland 20852. Requester should provide name pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NOAA-14.

System name: Individuals Engaged in Weather Modification Activities—COMMERCE/NOAA-14.

System location: EM5 Office of Weather Modification, NOAA, U.S. Department of Commerce, 6010 Executive Blvd., Rockville, Md. 20852.

Categories of individuals covered by the system: Individuals and associations involved in weather modification operations.

Categories of records in the system: Individual's name and address; type of weather modification activity; location and duration of project; and equipment used.

Authority for maintenance of the system: P.L. 92-205; 15 CFR Part 908.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement. Also information is made available to anyone who so requests.

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

Storage: Paper records in file folder.

Retrievability: Filed sequentially by chronology.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Office of the Director, Office of Weather Modification, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide–name, address, date(s) of project etc., pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual or association involved and those authorized by the foregoing to furnish information.

COMMERCE/NOAA-16.

System name: Scientist-Researchers in GATE (Global Atmospheric Research Program Atlantic Tropical Experiment)—COMMERCE/NOAA-16.

System location: NOAA, EM6 Office of World Weather Programs, 6010 Executive Blvd., Rockville, Maryland 20852.

Categories of individuals covered by the system: Research meteorologists and ocean scientists participating in the Global Atmospheric Research Program Atlantic Tropical Experiment (GATE).

Categories of records in the system: Names of individual scientists; their research institutions and research programs; and their addresses.

Authority for maintenance of the system: Ministerial requirement necessitated by NOAA's appointment, as lead agency for the U.S. participation in "GATE"; Presidential memorandum dated July 5, 1968 to DOC; 5 U.S.C. 301; and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement. Data is also used to summarize and evaluate the U.S. GATE Research Program for the World Meteorological Organization incorporation into the International summary.

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

Storage: Paper records in file folders.

Retrievability: Indexed by name of principal scientist.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secure premises with access limited to those whose official duties require access.

Retention and disposal: Records maintained indefinitely.

System manager(s) and address: Director, GATE Project Office, see above address.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, NOAA, 6010 Executive Blvd., Rockville, Maryland 20852. Requester should provide--name and address etc., pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and those authorized by the individual to furnish information.

COMMERCE/NOAA-17.

System name: NOAA Diving Program File—COMMERCE/NOAA-17.

System location: a. Office of NOAA Diving Coordinator, 11400 Rockville Pike, Rockville, Maryland 20852.

b. For Pacific Marine Center personnel, duplicate records are maintained at the Pacific Marine Center, 1801 Fairview Avenue, East, Seattle, Washington 98102.

Categories of individuals covered by the system: Applicants for the diving program and NOAA employees who are NOAA certified Divers.

Categories of records in the system: Diving physical examinations, verification of completed scuba instruction, NOAA scuba diving written examination, diver resume, diver evaluations, letters of certification and/or appointment, monthly diving logs, individual correspondence.

Authority for maintenance of the system: 5 U.S.C. 301; 44 U.S.C. 3101; 16 U.S.C. 1432; 33 U.S.C. 1441, 1442.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See general routine use paragraphs numbered 1 through 6, 8 through 10, and 12 of the Prefatory Statement.

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

Storage: Manual and machine readable.

Retrievability: Alphabetically by surname.

Safeguards: Records are located in locked metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Five years after termination of diver.

System manager(s) and address: For records at location a.: NOAA Diving Coordinator, 11400 Rockville Pike, Rockville, Maryland 20852.

For records at location b.: Budget and Finance Officer, Pacific Marine Center, 1801 Fairview Avenue, East, Seattle, Washington 98102.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville Maryland 20852. Requestor should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, the Unit Diving Officer, training officers and NOAA Diving Medical Review Board.

COMMERCE/NOAA-18.

System name: NOAA Mailing Lists—COMMERCE/NOAA-18.

System location: Mailing lists are maintained at numerous NOAA installations throughout the United States. Addresses of major installations where there are mailing lists are:

Office of Publications
Main Commerce Building
14th Street and Constitution Avenue, N.W.
Washington, D.C. 20230
Headquarters:
Assistant Administrator for Administration
6010 Executive Boulevard
Rockville, Maryland 20852
Chief, Finance Division
North Bethesda Office Center
11420 Rockville Pike
Rockville, Maryland 20852
National Marine Fisheries Service:
Director, National Marine Fisheries Service
3300 Whitehaven Street, N.W.
Washington, D.C. 20235
Director, Northwest Region
National Marine Fisheries Service, NOAA
1700 Westlake Avenue North
Seattle, Washington, 98109
Director, Southeast Region
National Marine Fisheries Service, NOAA
9450 Gandy Boulevard North
Duval Building
St. Petersburg, Florida 33702
Director, Northeast Region
National Marine Fisheries Service, NOAA
14 Elm Street
Federal Building
Gloucester, Massachusetts 01930
Director, Southwest Region
National Marine Fisheries Service, NOAA
300 South Ferry Street
Terminal Island, California 90731
Director, Alaska Region
National Marine Fisheries Service, NOAA
P.O. Box 1668
Juneau, Alaska 99802
Chief, Statistics and Market News Division
National Marine Fisheries Service, NOAA
3300 Whitehaven Street, N.W.
Washington, D.C. 20235
Scientific Publications
National Marine Fisheries Service, NOAA
1107 Northeast 45th Street
Seattle, Washington 98105
Director, Northeast Fisheries Service, NOAA
Woods Hole, Massachusetts 02543
Director, Southwest Fisheries Service, NOAA
P.O. Box 271
Lajolla, California 92038
Director, Southeast Utilization Research Center, NOAA
Regents Drive
College Park, Maryland 20740
Director, Southeast Fisheries Center, NOAA
75 Virginia Beach Drive
Miami, Florida 33149
Director, Atlantic Estuarine Fisheries Center, NOAA
P.O. Box 570
Beaufort, North Carolina 28516
National Ocean Survey:
Director, National Ocean Survey
6001 Executive Boulevard
Rockville, Maryland 20852
Chief, Distribution Division, NOAA
Riverdale Building
6501 Lafayette Avenue
Riverdale, Maryland 20840
Environmental Data Service:

Director, Environmental Data Service
3300 Whitehaven Street, N.W.
Washington, D.C. 20235
Director, National Climatic Center
Environmental Data Service, NOAA
Federal Building
Ashville, North Carolina 28801
Director, National Geophysical and Solar Terrestrial Center
Research Building 3, NOAA
3100 Marine Street
Boulder, Colorado 80302

A roster of each mailing list covered by the Privacy Act and its specific location is maintained by the system manager, address below.

Categories of individuals covered by the system: Recipients of NOAA publications and/or other publicly available programmatic information.

Categories of records in the system: All of the lists contain names and addresses. Some of the lists contain telephone numbers, subscription information, addressee's product and its country of origin.

Authority for maintenance of the system: 5 U.S.C. 301; 15 U.S.C. 1512.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See general routine use paragraphs numbered 1 through 6, 8 through 10, and 12 in the Prefatory Statement.

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

Storage: Manual and machine readable.

Retrievability: Alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records are retained indefinitely; however, individuals are advised of the existence of the mailing list annually and at their request, names will be deleted or addresses corrected.

System manager(s) and address: Assistant Administrator for Administration, 6010 Executive Boulevard, Rockville, Maryland 20852.

Notification procedure: Information may be obtained from: Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual.

COMMERCE/NOAA-19

System name: Marine Mammal, Endangered and Threatened Species, Permits and Exemptions Applicants—COMMERCE/NOAA-19

System location: Marine Mammal and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Washington, D.C. 20235.

Duplicate portions of the system may be located in the Regional Offices of the National Marine Fisheries Service at:

Federal Building
14 Elm Street
Gloucester, Massachusetts 01930
Duval Building
9450 Gandy Boulevard
St. Petersburg, Florida 33702
300 South Ferry Street
Terminal Island, California 90731
Lake Union Building
1700 Westlake Avenue North
Seattle, Washington 98109
P.O. Box 1668
Juneau, Alaska 99801

Categories of individuals covered by the system: Applicants for permits to take, import, transport or sell in interstate or foreign commerce endangered species or marine mammals either for scientific research or public display purposes; for enhancement of propagation or enhancement of survival; or to minimize undue economic hardship. Applicants for exemptions from the provisions of the Marine Mammal Protection Act of 1972, on the basis of undue economic hardship. Applicants for permits to engage in activities involving threatened species or marine mammals which are otherwise prohibited by protective regulations.

Categories of records in the system: Name and address; professional or business affiliation; educational and professional background; other qualifications of the individuals; the activities conducted by an individual as authorized by exemption or by permit; and economic and financial information indicating the degree of anticipated economic hardship.

Authority for maintenance of the system: Endangered Species Act of 1973; 16 U.S.C. 1531-1543 10(a), 10(b), 11(f); Marine Mammal Protection Act of 1972; 16 U.S.C. 1361-1407, and regulations (50 CFR 216.31) promulgated thereunder.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Information from the applications is published in the Federal Register and made available to the public to comply with the statutes under which the application is made.

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

Storage: Paper copy in file books.

Retrievability: Filed by file number and cross-referenced alphabetically by applicant names.

Safeguards: Records are located in cabinets with full public access upon request.

Retention and disposal: Records are maintained indefinitely.

System manager(s) and address: Chief, Marine Mammals and Endangered Species Division, National Marine Fisheries Service, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, Wahsington, D.C. 20235.

Notification procedure: Information may be obtained from the Assistant Administrator for Administration, National Oceanic and Atmospheric Administration, 6010 Executive Boulevard, Rockville, Maryland 20852. Requester should provide name and address pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification procedure section above.

Contesting record procedures: The rules for access, for contesting contents and appealing initial determinations by the individuals concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual applicants; public comments on an application; reviews by NMFS Offices and, in the case of marine mammals, the Marine Mammal Commission; reports from Federal agents and observers on activites conducted under permit authority; and those authorized by the individual applicant to furnish information.

COMMERCE/NTIS-1.

System name: Individuals Interested in NTIS Publications, Shipped Order Addresses, Customer Account Records, and Subscriber Files—COMMERCE/NTIS-1.

System location: Automated Data Processing Division & Document Distribution and Reproduction Division, Rooms 1312 and 2027, Sills Building, NTIS, Springfield, Va. 22161.

Categories of individuals covered by the system: All individuals who order and/or purchase products and services from NTIS and all individuals who have requested that they be placed on the NTIS promotional mailing list.

Categories of records in the system: Name; address; items ordered; items sent; amount of purchases, date order received; date order mailed; NTIS deposit account or customer code number; total charge to date; whether account collectible or not; categories of publications ordered by each purchaser; when subscription expires; amount on deposit.

Authority for maintenance of the system: 15 U.S.C. 1151-57; 41 U.S.C. 104, 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records maintained in the system are disclosed to NTIS sales agents; and to individuals, organizations, Federal agencies, and State and local governments contributing publications to NTIS for their market research and sales accounting purposes, through the mechanism of providing them the names and addresses of individuals (and others) who have purchased their publications. Also see general routine uses 01 through 6, 08 through 10, and 012 of Prefatory Statement noticed in the Federal Register on October 2, 1975, (40 FR 45635), and amended on Nov.7, 1975 (40 FR 52074) and August 17, 1976 (41 FR 34805).

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

Storage: Paper records in file folders, film files, magnetic tape and disc files.

Retrievability: Filed alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets or in metal tape vaults in secured rooms or premises with access limited to those whose official duties require access.

Retention and disposal: Records are updated regularly and maintained indefinitely.

System manager(s) and address: Chief, Automated Data Processing Division, NTIS, Room 2030, Sills Building, Springfield, Va. 22161.

Notification procedure: Information may be obtained from: Assistant Director, Administration, NTIS, Sills Building, Springfield, Virginia 22161. Requester should provide name and address in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and NTIS transaction files.

COMMERCE/NTIS-2.

System name: Employee Daily Time and Productivity Records—COMMERCE/NTIS-2.

System location: Accounting Control Division, NTIS, Room 1303, Sills Building, Springfield, Virginia 22161.

Categories of individuals covered by the system: Current and former NTIS employees.

Categories of records in the system: Name; social security number; organization unit; duty hours and work units processed by day and accounting project; time in duty status; time on leave; work volumes completed by individuals and by work unit and comparative data on current production compared with earlier periods.

Authority for maintenance of the system: 15 U.S.C. 1151-57, 1525-27; 31 U.S.C. 66a; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See general routine use paragraphs numbered 1 through 6, 8 through 10, and 12 of Prefatory Statement noticed in the Federal Register on October 2, 1975 (40 FR 45635), and amended on November 7, 1975 (40 FR 52074) and August 17, 1976 (41 FR 34805).

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

Storage: Paper Records.

Retrievability: By name and/or employee social security number.

Safeguards: Records are located in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access. During non-business hours the file cabinets are locked.

Retention and disposal: Retained until after GAO audit, or not longer than 3 years. Transferred to GSA for disposal.

System manager(s) and address: Chief, Accounting Control Division, NTIS, Room 1303, Sills Building, Springfield, Virginia 22161.

Notification procedure: Information may be obtained from Assistant Director, Administration, NTIS, Room 1006, Sills Building, Springfield, Virginia 22161. Requester should provide name, social security number and time of employment pursuant to the inquiry provisions of the Department's Rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals; NTIS timekeepers, supervisors and managers.

COMMERCE/OTEL-1

System name: Radio Spectrum Management Career Development Program—COMMERCE/OTEL-1

System location: Office of Telecommunications, U.S. Department of Commerce, Room 294A, 1325 G Street, N.W., Washington, D.C. 20005 (paper) and 179 Admiral Cochrane Drive, Annapolis, Maryland 21401 (magnetic disc).

Categories of individuals covered by the system: Applicants for spectrum management career training; persons trained or training in the program; persons employed in the Federal spectrum management field, or seeking employment therein, who register with the program.

Categories of records in the system: Employee Career Appraisals; Career Program Qualification Records and Supplements thereto; Career Plans; Personal Qualification Statements (Standard Form 171's). These records contain information about an individual and his skills and qualifications for training which typically includes, but is not limited to, name, address, date of birth, Social Security Account Number, education, military experience, present position, employment history, performance evaluations, and career goals.

Authority for maintenance of the system: 47 U.S.C. 305 and E.O. 11556.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is disclosed to participating Federal agencies upon their request in connection with the selection of candidates for training, the evaluation of trainees, and in the administration of the training program. Information is disclosed to other Federal agencies upon their request in connection with the availability of trained spectrum managers for employment. General routine uses in the Prefatory Statement also apply.

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

Storage: Paper records in file folders and machine readable magnetic discs.

Retrievability: Stored alphabetically by name.

Safeguards: Records are located in lockable metal file cabinets with access limited to those whose official duties require access.

Retention and disposal: Unless updated, documents are disposed of after two years.

System manager(s) and address: Coordinator, Radio Spectrum Management Career Development Program, Spectrum Management Support Division, Office of Telecommunications, Room 294A, 1325 G Street, N.W., Washington, D.C. 20005.

Notification procedure: Information may be obtained from: Administrative Officer, Office of Telecommunications, 1325 G Street, N.W., Washington, D.C. 20005. Requestor should provide his or her full name.

Record access procedures: Requests from individuals should be addressed to: Same address as stated in the notification section above.

Record source categories: Applicants for spectrum management career training; trainees in the program; instructors and other officials conducting the program; Federal government employees in the spectrum management field, and persons desiring such employment, who register with the program, their supervisors, and other officials of the agencies that employ them.

COMMERCE/PAT-TM-1.

System name: Attorneys and Agents Registered to Practice Before the Office—COMMERCE/PAT-TM-1.

System location: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202, and Office of Computer Services, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Attorneys and agents who are, or have been, registered to practice before thePatent and Trademark Office in patent cases, and applicants for such registration to practice.

Categories of records in the system: Biographical information, personal and professional qualifications, character and fitness reports, undertakings of former examiners, current address, and status information.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 31.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Prefatory Statement paragraphs on Routine Uses. Also, a public roster of the registered individuals is published periodically, and limited information is disseminated by Committee on Enrollment staff in response to inquiries from members of the public (e.g., potential clients), state bars, and courts.

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

Storage: Paper records in file folders and magnetic tape.

Retrievability: Filed alphabetically by name or registration number.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Chairman, Committee on Enrollment, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name, address, and date of application, if known, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b.

Record source categories: Subject individual, references, and those authorized by the individual to furnish information.

COMMERCE/PAT-TM-2.

System name: Complaints, Investigations and Disciplinary Proceedings Relating to Registered Patent Attorneys and Agents—COMMERCE/PAT-TM-2.

System location: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Attorneys and agents registered to practice before the Patent and Trademark Office in patent cases, and disbarred or suspended attorneys and agents.

Categories of records in the system: Complaints and information obtained during investigations and quasi-judicial disciplinary proceedings.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 32.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement. Also, dissemination of information concerning the complaint, investigation, or disciplinary proceeding, by the Solicitor's staff, to the complainant, to persons who can reasonably be expected to provide information needed in connection with the complaint, investigation, or disciplinary proceeding, and, upon inquiry, to State bars and courts.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Solicitor, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and identification data pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals, clients of same, registered attorneys and agents, witnesses in disciplinary proceedings, court opinions, and those authorized by the individual to furnish information.

COMMERCE/PAT-TM-3.

System name: Employee Production Records—COMMERCE/PAT-TM-3.

System location: Office of Program Planning and Evaluation, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Employees of the Patent and Trademark Office.

Categories of records in the system: Employee name and number, position and grade level, time in duty status, time on leave, duty hours distributed by task, receipt date of oldest item in processing queue, beginning and ending balances of work in process, work volumes compiled by organization and in some organizations by individuals, and comparative data on current production compared with earlier periods.

Authority for maintenance of the system: 5 U.S.C. 301 and 35 U.S.C. 6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of Prefatory Statement.

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

Storage: Paper records in file folders, and microfilm.

Retrievability: Filed by organization; cross referenced for access by name.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Supervisory Information Systems Analyst, Office of Program Planning and Evaluation, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and number, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, those authorized by the individual to furnish information, and the individual's supervisors.

COMMERCE/PAT-TM-4.

System name: Government Employee Invention Rights—COMMERCE/PAT-TM-4.

System location: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Government employees who are inventors or nongovernment employees who are joint inventors together with a government employee inventor.

Categories of records in the system: Invention rights questionnaires including information as to the inventor's employment status and his official duties and responsibilities at the time the invention was made, title determinations, appeals to the Commissioner, and petitions for reconsideration.

Authority for maintenance of the system: 35 U.S.C. 1 and 6, and E.O. 10096, dated January 23, 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See paragraphs on routine uses in the Prefatory Statement to these notices. Also, information is transferred to various Government departments and agencies in connection with determinations made as to respective property rights (or the methods of protection thereof) of Government employees and such departments and agencies in and to inventions made by such employees.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name and case number.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Head, Office of Government Employee Inventions, Office of the Solicitor, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 21230. Requester should provide name (and case number, if known) pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual and their employees, and those authorized by the individual to furnish information.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), Government Employee Invention Rights records which relate to applications or inventions subject to a secrecy order pursuant to 35 U.S.C. 181 or are otherwise subject to security classification pursuant to E.O. 11652 or the Atomic Energy Act of 1954, are exempted from the notification, access, and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is made to prevent disclosure of information which might be detrimental to national security and in accordance to agency rules, which are published in the Rules Section of this Federal Register.

COMMERCE/PAT-TM-5.

System name: Non-Registered Persons Rendering Assistance to Patent Applicants—COMMERCE/PAT-TM-5.

System location: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Persons other than registered attorneys or agents who have offered or rendered, for payment, various services to inventors, patent applicants and patentees.

Categories of records in the system: Declarations of assistance received and other reports or complaints, including names and addresses, of persons rendering services, and information given and used for investigatory and law enforcement purposes.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 33; 5 U.S.C. 301; 28 U.S.C. 533-535; 44 U.S.C. 3101; and E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Providing notice to patent applicants, by Solicitor's staff, regarding whether or not the persons from whom assistance was received are registered to practice before the Office. Used by Solicitor's Staff for investigative purposes. Also, see paragraphs on routine uses in Prefatory statement.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Solicitor, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requesters should provide name and address, and name of patent applicants, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Patent applicants who have received and paid for services by the individuals on whom the records are maintained.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(2), all investigatory materials in the record which meet the criteria in 5 U.S.C. 552a(k)(2) are exempted from the notice, access, and contest requirements (under 5 U.S.C. 552a(c)(3), (d), (e), (1), (e)(4)(G), (H), and (I), and (f)), of the agency regulations because of the necessity to exempt this information and material in order to accomplish the law enforcement function of the agency, to prevent subjects of investigations from frustrating the investigatory process, to prevent the disclosure of investigative techniques, to fulfill commitments made to protect the confidentiality of sources, to maintain access to sources of information, and to avoid endangering these sources and law enforcement personnel.

COMMERCE/PAT-TM-6.

System name: Parties Involved in Patent Interference Proceedings—COMMERCE/PAT-TM-6.

System location: Board of Patent Interferences, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Applicants for patent and patentees who become involved in a conflict involving the question of priority of invention.

Categories of records in the system: All records relating to the declaration, conduct, and termination of interference proceedings, including, but not limited to: preliminary statements, motions, testimony, and settlement agreements. The data contained in the records may include information relating to the applicant's or patentee's name, age, citizenship, residence, educational and work background, physical and mental health, activities relating to conception and reduction to practice of the contested subject matter, and other matters which may arise during the conduct of the interference proceeding or in connection with any agreements made by the parties relative to the interference proceeding.

Authority for maintenance of the system: 35 U.S.C. 1, 6, 23, 24, and 135.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Prior to termination of the interference proceedings, and thereafter until a patent has issued (except in cases involving a patent), information concerning these records is provided outside the Office only upon authorization of the applicants or owners of the applications involved or when necessary to carry out the provisions of any Act of Congress or in such special circumstances as may be determined by the Commissioner. Subsequent to such termination in cases involving a patent or after issuance of a patent, the records are open to public inspection. Settlement agreements filed pursuant to 35 U.S.C. 135 (c) are kept separate from other interference records, upon request of the party filing them, and made available, as provided in that statute, to government agencies upon written request, or to any

person on a showing of good cause. Also see routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed by Interference Number, cross-indexed to the names of the parties.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Chairman, Board of Patent Interferences, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requesters should provide name and address, and Interference Number, if known, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Applicants for patent and patentees, the patent attorneys or agents authorized by such persons to represent them, those authorized by the applicant to furnish information, and witnesses and other parties involved in the taking of testimony.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), Patent Interference Proceedings records which relate to applications subject to a secrecy order pursuant to 35 U.S.C. 181 or are otherwise subject to security classification pursuant to E.O. 11652 or the Atomic Energy Act of 1954, are exempted from the notification, access, and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is made to prevent disclosure of information which might be detrimental to national security and in accordance to agency rules, which appear in 15 CFR Part 4b.

COMMERCE/PAT-TM-7.

System name: Patent Application Files—COMMERCE/PAT-TM-7 (Note: This notice is broken down, where indicated, into three subsystems relating to the status of the files: a. Pending; b. Abandoned; and c. Patented.)

System location: a. U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202; b. Abandoned Files Unit, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202; c. Record Branch, Patent Search Division, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202, and Office of Organization and Management Systems, ADP Operations Division, U.S. Department of Commerce, Washington, D.C. 20230.

Categories of individuals covered by the system: Applicants for patent, including inventors, legal representatives for deceased or incapacitated inventors, and other persons authorized by law to make applications for patent.

Categories of records in the system: Oath or declaration of applicant including name, citizenship, residence, post office address and other information pertaining to the applicant's activities in connection with the invention for which a patent is sought. Statements containing various kinds of information with respect to inventors who are deceased or incapacitated, or who are unavailable or unwilling to make application for patent.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 115; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: a. Information concerning these records is provided outside the Office only upon authorization of the applicant or owner of the application or when necessary to carry out the provisions of any act of Congress or in such special circumstances as may be determined by the Commissioner, e.g., secrecy order files under 35 U.S.C. 181. b. Same as a., except where application is referred to in a U.S. Patent, in which case the record is open to public inspection. c. Records are open to public inspection.

All three subsystems are also subject to the routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders and magnetic tape and disc for subsystem c.

Retrievability: Subsystems a. and b. filed by serial number; Subsystem c. filed by Patent Number.

Safeguards: Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Records on magnetic tape are located in premises secured by combination and key lock.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: a. Assistant Commissioner for Patents, U.S. Patent and Trademark Office, Washington, D.C. 20231; b. Director, Office of General Services, U.S. Patent and Trademark Office, Washington, D.C. 20231; c. Director, Office of Patent and Trademark Services, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and Serial Number or Patent Number, if known, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: The inventors or other persons who submit applications for patent and the patent attorneys or agents authorized by such inventor or other persons to represent them.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), Patent Applications, to the extent that they are subject to a secrecy order pursuant to 35 U.S.C. section 181 or are otherwise subject to security classification pursuant to E.O. 11652 or the Atomic Energy Act of 1954 are exempted from the notification, access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). procedures. This exemption is made to prevent disclosure of information which might be detrimental to national security and in accordance to agency rules published in the Rules Section of this Federal Register.

COMMERCE/PAT-TM-8.

System name: Patent Application Secrecy Order Files—COMMERCE/PAT-TM-8.

System location: Patent Examining Operation, Group 220, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Applicants including inventors, legal representatives for deceased or incapacitated inventors, and other persons authorized by law to make applications for patent.

Categories of records in the system: Identification of patent application and applicant including application serial number, filing date, title of invention, applicant's or inventor's address and addresses of applicant's duly appointed representatives.

Authority for maintenance of the system: 35 U.S.C., 1, 6, and 181 through 183.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referral to authorized Government agencies under 35 U.S.C., section 181 for determination of the requirement for a secrecy order, and notification of the applicant or his duly appointed representative of such secrecy order. Also see routine use paragraphs of the Prefatory Statement.

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

Storage: Paper records in file folders.

Retrievability: Filed by serial number of applicant, cross-indexed to name of applicant.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained, plus storage in a locked vault.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Director of Patent Examining Group 220, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and social security or Patent Number, if known, pursuant to the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject applicants or their representatives and authorized representatives of the Energy Research and Development Administration, the Secretary of Defense, and the Chief Officer of any other department or agency of the Government designated by the President as a defense agency of the United States.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(1), these records, since they relate to determinations pertinent to secrecy orders pursuant to 35 U.S.C. section 181 or to security classification pursuant to E.O. 11652 or the Atomic Energy Act of 1954 are exempted from the notification access and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is made to prevent disclosure of information which might be detrimental to national security and in accordance to agency rules published in the Rules Section of this Federal Register.

COMMERCE/PAT-TM-9.

System name: Patent Assignment Records—COMMERCE/PAT-TM-9.

System location: Office of Patent and Trademark Services, Assignment Division, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202 and Patent Examining Operation, Group 220, U.S. Patent and Trademark Office, same address.

Categories of individuals covered by the system: Persons who have given or received property rights under an application for patent or a patent by means of a written instrument recorded in the Patent and Trademark Office. Deceased or incapacitated inventors and their legal representatives.

Categories of records in the system: Assignments, grants, mortgages, liens, encumbrances, licenses, and other instruments affecting title. Letters testamentary and other court certificates and orders.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 261, and E.O. 9424.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See the routine use paragraphs of the Prefatory Statement. Also, records are searched by all users for the purpose of determining ownership or other property rights with respect to patents and patent applications. Providing certified abstracts of title and copies of instruments. On the separate Government Register, those records categorized as "Public" are available for public inspections; those records categorized as "Departmental" are used by duly authorized employees of Government agencies only; and those records designated as "secret" are disclosed only to persons having written authority from the head of the agency submitting the record. With the exception of assignment records relating to pending or abandoned patent applications, all non-Government Register records are open to public inspection. Information concerning assignment records relating to pending or abandoned patent applications is maintained in confidence in accordance with 5 U.S.C. 122 but is provided outside the Office only upon authorization of the applicants or owners of the applications involved or when necessary to carry out the provisions of any Act of Congress or in such special circumstances as may be determined by the Commissioner.

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

Storage: Paper files, microfilm reels, and index card files.

Retrievability: Filed by name, application serial number, patent number.

Safeguards: Building employs security guards. Records subject to confidence requirements are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Records in the Secret Portion of the Government Register are, additionally, stored in a locked vault.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Recording Officer, Assignment Division, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requesters should provide name, and Application Serial Number or Patent Number if known, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Persons who have submitted written instruments to the Patent and Trademark Office for recording.

Systems exempted from certain provisions of the act: Pursuant to 5 U.S.C. 552a(k)(i), assignment records which are designated "Secret" and maintained in the Government Register pursuant to E.O. 9424 are exempted from the notification, access, and contest requirements of the agency procedures (under 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f)). This exemption is made to prevent disclosure of information which might be detrimental to national security and in accordance to agency rules which appear in 15 CFR Part 4b.

COMMERCE/PAT-TM-10.

System name: Patent Deposit Accounts System—COMMERCE/PAT-TM-10.

System location: Receipts Control Division, Office of Finance, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202; and Office of Computer Services, same address.

Categories of individuals covered by the system: Registered patent attorneys and agents and other members of the public who maintain deposit accounts to pay the cost of services rendered by the Patent and Trademark Office.

Categories of records in the system: Name, address, account number, and financial transactions with the Office.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 41.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Microfilm, magnetic tape.

Retrievability: Filed by name, account number.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Director, Office, of Finance, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requesters should provide name and account number in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/PAT-TM-11.

System name: Patent Examiner Testimony Files—COMMERCE/PAT-TM-11.

System location: Office of the Solicitor, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202.

Categories of individuals covered by the system: Employees and former employees who have testified in person or through deposition in court actions in regard to duties performed while employed by the Patent and Trademark Office, or who have been interviewed to determine whether such testimony will be taken.

Categories of records in the system: Name, address, employment status, education, work experience, and other matters which might be raised in the course of a deposition or other testimony.

Authority for maintenance of the system: 35 U.S.C. 1 and 6; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs of the Prefatory Statement.

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

Storage: Paper copy.

Retrievability: Filed alphabetically by name.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Solicitor, U.S. Patent and Trademark Office, Washington D.C. 20231

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and date(s) of testimony or interview, if known, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual, the individual's coworkers, and those authorized by the individual to furnish information.

COMMERCE/PAT-TM-12.

System name: Patent Subscription Service System—COMMERCE/PAT-TM-12.

System location: U.S. Patent and Trademark Office, Office of Patent and Trademark Services, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Individuals subscribing to copies of patents, trademarks, designs, defensive publications, and related publications issued in certain classes or subclasses.

Categories of records in the system: Name of subscriber, Deposit Account Number, address, classes or subclasses subscribed to, total number of subclasses subscribed to; and initial payment per year. Weekly listings of patent, trademark, design, defensive publication, and related publication numbers for each subscription order.

Authority for maintenance of the system: 35 U.S.C. 41; 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: On magnetic tape and computer print out.

Retrievability: By subscriber's name and account number.

Safeguards: Maintained in areas accessible only to authorized personnel in building protected by security guards nonbusiness hours.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Director of Office of Patent and Trademark Services U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and Deposit Account Number in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals and those authorized by the individual to furnish information.

COMMERCE/PAT-TM-13.

System name: Petitioners for License to File for Foreign Patents—COMMERCE/PAT-TM-13.

System location: Patent Examining Operation, Group 220, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Va. 22202.

Categories of individuals covered by the system: Petitioners for license to file a patent application in any foreign country.

Categories of records in the system: Petitioner's name, address, and description of subject matter, or, where a corresponding U.S. application has been filed, identification of applicant including application serial number, filing date, title to invention, applicant's address and addresses of applicant's duly appointed representatives.

Authority for maintenance of the system: 35 U.S.C. 1, 6, and 184.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See routine use paragraphs in the Prefatory Statement.

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

Storage: Paper copy.

Retrievability: By number assigned called P number and by serial number related to P number when additional matter is submitted in connection with a corresponding U.S. application, cross-indexed to petitioner's name.

Safeguards: Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal: Records retention and disposal is in accordance with the unit's Records Control Schedule.

System manager(s) and address: Director of Patent Examining Group 220, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U. S. Patent and Trademark Office, Washington, D.C. 20231. Requester should provide name and serial number or P number if known, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification above.

Contesting record procedures: The Department's rules for access, for contesting contents and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individuals or their duly appointed representatives.

COMMERCE/PAT-TM-14.

System name: Users of Public Search Room of the Patent and Trademark Office—COMMERCE/PAT-TM-14.

System location: Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

Categories of individuals covered by the system: Federal employees other than employees of the Patent and Trademark Office; employees and other representatives of commercial firms offering patent search services to the public; registered agents before the Patent and Trademark Office; and any member of the general public who uses the search room.

Categories of records in the system: Name; home address; business firm or other organizations with which affiliated, as appropriate; user pass number; registration number, if a registered agent before the Patent and Trademark Office; violations of regulations governing use of the search room; and the signature of recipients of user passes, indicating that the recipient has read the regulations governing the use of the search room.

Authority for maintenance of the system: 5 U.S.C. 301 and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be disclosed to law enforcement authorities, employers of violators of regulations governing use of the search room, and organizations with which recipients of user passes claim affiliation. Information such as home address or business affiliation, on individuals who have removed, with proper authority, patent documents from the search room but have failed to return such documents, may be used in retrieving such documents. Also, see general routine uses 01-6, 08-10 and 012 noticed in the Federal Register. See Prefatory Statement of General Routine Uses, September 13, 1976, 41 FR 38953-54.

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

Storage: Paper records in file folders.

Retrievability: Alphabetically by name and sequentially by user pass number.

Safeguards: Records are located in lockable metal file cabinets or in metal file cabinets in secured rooms or secured premises with access limited to those whose official duties require access.

Retention and disposal: Retained pursuant to Records Control Schedule, with periodic updating or posting of information, when appropriate and necessary.

System manager(s) and address: Director, Office of Patent and Trademark Services, U.S. Patent and Trademark Office, Washington, D.C. 20231.

Notification procedure: Information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, D.C. 20231. Requesters should provide name and address and date of visit to the search room, in accordance with the inquiry provisions of the Department's rules which appear in 15 CFR Part 4b.

Record access procedures: Requests from individuals should be addressed to: same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the indvidual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual; employers; and those authorized by individual.

COMMERCE/WHC-1.

System name: Mailing List and Correspondence File—COMMERCE/WHITE HOUSE CONFERENCE-1.

System location: White House Conference on Balanced National Growth and Economic Development, U.S. Department of Commerce, 2001 S Street, N.W., Washington, D.C. 20009

Categories of individuals covered by the system: Individuals with whom the Conference communicates, including individuals who receive Conference literature.

Categories of records in the system: Name, home and/or business address; home and/or business telephone number; place of employment or interest group; type of organization; nature of relationship to the Conference (participant, consultant, guest, observer, etc.); source of name; and subject area(s) of interest.

Authority for maintenance of the system: Public Works and Economic Development Act of 1976, P.L. 94-487, Title II, 90 Stat. 2339, 42 U.S.C. 3121 note.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be provided Federal, state, local or international agencies in response to a written request indicating a likelihood that individuals on the mailing list would benefit by or be interested in material to be sent by the requesting agency. General routine uses of the Prefatory Statement also apply.

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

Storage: Paper copy in file folders, index cards in file drawers, computer tape, mailing labels.

Retrievability: By name alphabetically, by geographical area (state, city) by type of organization with which affiliated if any, by nature of relationship to the Conference, by source of name, and by subject area(s) of interest.

Safeguards: Records are located in locked cabinets or in secured rooms or premises with access limited to those whose offical duties require access.

Retention and disposal: Permanent. Records are retired in accordance with applicable Records Control Schedule.

System manager(s) and address: Director, White House Conference on Balanced National Growth and Economic Development, U.S. Department of Commerce, 2001 S Street, N.W., Washington, D.C. 20009.

Notification procedure: Information may be obtained from: Deputy Director for Policy of the White House Conference on Balanced National Growth and Economic Development, 2001 S Street, N.W., Washington, D.C. 20009.

Record access procedures: Requests from individuals should be addressed to: Same address as stated in the notification section above.

Contesting record procedures: The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR Part 4b. Use above address.

Record source categories: Subject individual; those authorized by the individual to furnish information; public reference sources (press articles, Who's Who, etc.); government, private, and public interest organizations.

[FR Doc.77-27654 Filed 9-20-77;8:45 am]

GENERAL SERVICES ADMINISTRATION

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

Pursuant to the provisions of the Privacy Act of 1974, Public Law 93-579, 5 U.S.C. 552a, section e(4), the General Services Administration (GSA) hereby publishes an annual notice of the systems of records currently being maintained.

This notice of the current GSA systems of records incorporates the 1976 annual publication of the description of the systems of records, 41 FR 38088 through 38145, with subsequent revisions published in 41 FR 40695, 41 FR 44756, 41 FR 50722, 42 FR 14171 and 14172, 42 FR 15466 and 15467, 42 FR 18659, 42 FR 22203, 42 FR 29561, and 42 FR 31494 and 31495.

In addition, this notice includes the following substantive changes to the GSA systems of records which have not previously been published:

1. The following systems of records are deleted as it has been determined that the systems either do not contain personal information subject to the provisions of the Privacy Act or that any personal information in the systems is not retrieved by a personal identifier:

a. Computer Access Code Assignments GSA/FPA-1 (23-00-0056).

b. Project Management Information System GSA/FPA-9 (23-00-0064).

c. Property Inventory System GSA/FPA-10 (23-00-0065).

d. Space Management and Employee Information Automated System GSA/PBS-2 (23-00-0074).

e. Vehicle and Motor Pool Services and Operations System GSA/FSS-7 (23-00-0089).

f. Personal Property Disposal Work Measurement System GSA/FSS-10 (23-00-0092).

g. Foreign Gift Records GSA/FSS-15 (23-00-0098).

2. The system of records "Investigations and Personnel Security Case Files GSA/OAD-24 (23-00-0024)" is revised. The system number is changed to "GSA/ADM-24 (23-00-0024)" to reflect an organizational change. The categories of individuals and records are revised to cover the complete civil, criminal, and administrative actions now being performed by the Office of Investigations. These actions were previously performed by the Federal Protective Service and were included as part of the system of records "Incident Reporting System GSA/PBS-3 (23-00-0075)."

The system of records "GSA/PBS-3 (23-00-0075)" is revised to change the category of records from "complete criminal investigation reports" to "preliminary reports of criminal investigations."

3. The systems of records "Roster of GSA Officials GSA/OAD-27 (23-00-0028)" and "Essential Residence Telephone Service GSA/OAD-28 (23-00-0029)" are consolidated into one system now designated as "Emergency Notification Rosters and Files GSA/OAD-27 (23-00-0028)."

4. The system of records "Official Employee Records GSA/FPA-7 (23-00-0062)" is deleted as the records in the system are covered by the Civil Service Commission's system of records notice "CSC/GOVT-3."

5. The system of records "Personnel Roster GSA/FPA-8 (23-00-0063)" is deleted as the system has been consolidated with the system of records "Office-level Employee Records GSA/FPA-6 (23-00-0061)."

Dated at Washington, D.C. on July 18, 1977.

Paul S. Carter,
Acting Director of Administration.

GSA/OAD-1 (23-00-0001) Standards of Conduct Files
GSA/OAD-2 (23-00-0002) Employee Appraisal Files
GSA/OAD-3 (23-00-0003) Fund Raising Campaigns Files
GSA/OAD-4 (23-00-0004) Employee Drug Abuse/Alcoholism Files
GSA/OAD-5 (23-00-0005) Incentive Awards Files
GSA/OAD-6 (23-00-0006) Occupational Health and Injury Files
GSA/OAD-7 (23-00-0007) Labor-Management Relations Files
GSA/OAD-8 (23-00-0008) Disciplinary Action and Appeal and Grievance Files
GSA/OAD-9 (23-00-0009) Employee Benefits Files
GSA/OAD-10 (23-00-0010) Staffing Activities Records
GSA/OAD-11 (23-00-0011) Career and Executive Development Records
GSA/OAD-12 (23-00-0012) Executive Assignment, Promotion, and Retirement
GSA/OAD-13 (23-00-0013) Trainee Program Records
GSA/OAD-14 (23-00-0014) Record of Formal Training
GSA/OAD-15 (23-00-0015) Personnel Office General Staffing Information
GSA/OAD-17 (23-00-0017) Compensation and Classification Records
GSA/OAD-18 (23-00-0018) Processing and Records Files
GSA/OAD-19 (23-00-0019) Office Personnel Files
GSA/OAD-20 (23-00-0020) Test Material
GSA/OAD-22 (23-00-0022) Listing of Physicians
GSA/OAD-23 (23-00-0023) Staffing Reporting System
GSA/ADM-24 (23-00-0024) Investigation and Personnel Security Case Files
GSA/OAD-25 (23-00-0026) Credentials, Passes, and Licenses
GSA/OAD-26 (23-00-0027) Motor Vehicle Operator Applications
GSA/OAD-27 (23-00-0028) Emergency Notification Rosters and Files
GSA/OAD-29 (23-00-0032) Disbursement and Accounts Payable Files
GSA/OAD-30 (23-00-0033) Accounts Receivable Claims Files
GSA/OAD-31 (23-00-0034) Travel System
GSA/OAD-32 (23-00-0035) Manpower and Payroll Statistics System (MAPS)
GSA/OAD-33 (23-00-0036) Payroll, Time, and Attendance Reporting System
GSA/OAD-34 (23-00-0100) Employee Credit Reports
GSA/OAD-35 (23-00-0038) Discrimination Complaint File
GSA/OAD-36 (23-00-0103) Defunct Agency Records
GSA/OGC-2 (23-00-0040) Attorney Placement
GSA/OGC-4 (23-00-0042) General Law Files
GSA/OGC-5 (23-00-0043) General Personnel Files
GSA/OGC-6 (23-00-0044) Potential Employee Referrals
GSA/NARS-1 (23-00-0046) Researcher Application Files
GSA/NARS-2 (23-00-0047) Reference Request Files
GSA/NARS-3 (23-00-0048) Donors of Historical Materials Files
GSA/NARS-4 (23-00-0049) National Archives Advisory Council Files
GSA/NARS-5 (23-00-0050) Conference and Related Activities Files
GSA/NARS-6 (23-00-0051) Mailing List Files
GSA/NARS-7 (23-00-0052) Review of Classified Document/Request Files
GSA/NARS-8 (23-00-0053) Classified Records Access Authorization Files
GSA/NARS-9 (23-00-0054) Authors Files
GSA/NARS-10 (23-00-0055) Employee Related Files
GSA/FPA-2 (23-00-0057) Distribution Lists
GSA/FPA-3 (23-00-0058) Emergency Assignment System
GSA/FPA-4 (23-00-0059) Employee Directories
GSA/FPA-5 (23-00-0060) National Defense Executive Reserve System
GSA/FPA-6 (23-00-0061) Office-Level Employee Records
GSA/FPA-11 (23-00-0066) Resource Interruption Monitoring System
GSA/FPA-12 (23-00-0067) Security Management System
GSA/FPA-13 (23-00-0101) Interagency Directories
GSA/REGADM-2 (23-00-0069) Employee Related Files
GSA/REGADM-3 (23-00-0070) Biographical Sketches
GSA/REGADM-4 (23-00-0071) Official Correspondence Files
GSA/REGADM-6 (23-00-0102) Council of Governments Carpool System
GSA/PBS-1 (23-00-0073) Employee Related Files
GSA/PBS-3 (23-00-0075) Incident Reporting System
GSA/ADTS-1 (23-00-0076) Classified Control Files
GSA/ADTS-2 (23-00-0077) Congressional Files
GSA/ADTS-3 (23-00-0078) Discretionary Supervisor Files
GSA/ADTS-4 (23-00-0079) Emergency Notification Files
GSA/ADTS-5 (23-00-0080) Financial Management Files
GSA/ADTS-6 (23-00-0081) Personnel Administrative Files
GSA/ADTS-7 (23-00-0082) Workload Measurement Files
GSA/ADTS-8 (23-00-0096) Special Purpose Telephone Contact Listings
GSA/FSS-2 (23-00-0084) Word Measurement, Performance and Analysis
GSA/FSS-3 (23-00-0085) Project Control, Assignment, and Reporting
GSA/FSS-4 (23-00-0086) Hazardous Materials Exposure History System

GSA/FSS-5 (23-00-0087) Supply Distribution Work Measurement System
GSA/FSS-8 (23-00-0090) Employee Related Files
GSA/FSS-9 (23-00-0091) Cataloging Action Master File-Work Measurement
GSA/FSS-11 (23-00-0093) Work Record Systems
GSA/FSS-12 (23-00-0094) Accountability and Property Inventory
GSA/FSS-14 (23-00-0099) Key Personnel Directory and Key Contact Card

GSA/OAD 1 (23-00-0001)

System name: Standards of Conduct Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice, GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington, DC 20405, and the offices of supervisors and management officials who have a need for information relating to an employee's outside employment.

Categories of individuals covered by the system: All employees who have requested permission to engage in outside employment, received a copy of the standards of conduct, or have been the object of debt complaints.

Categories of records in the system:

1. Application to engage in outside employment, business or professional activities (GSA Form 1974).

2. Standards of Conduct.

3. Acknowledgement of receipt of GSA Standards of Conduct (GSA Form 2160).

4. Debt complaint files.

These records are maintained for the purpose of identifying employees who have received a copy of the standards of conduct, permission to engage in outside employment, or who have been the subject of debt complaints.

Authority for maintenance of the system: The records within this system are authorized by Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U. S. C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22 or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Employees requesting permission to engage in outside employment; firms and/or collection agencies filing debt complaints; supervisors and management officials.

GSA/OAD 2 (23-00-0002)

System name: Employee Appraisal Files. GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice, GSA/OAD 22, and the Central Office, Office of Personnel at 18th & F Sts., NW., Washington, DC 20405.

Categories of individuals covered by the system: All GSA employees.

Categories of records in the system:

1. Performance ratings (including GSA Form 2892, Employee Performance Rating and Assessment Relevant to Promotion Potential.

2. Records of performance discussions.

3. Records of performance.

4. Documentation for ratings.

5. Recommendations for performance awards.

The above records are maintained for the purpose of carrying out employee appraisal responsibilities.

Authority for maintenance of the system: 5U.S.C. 4301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Performance ratings may be made available to prospective employers within or outside the agency in connection with a job application. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file drawers or cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Personnel at 18th & F Sts., NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Employee supervisors.

GSA/OAD 3 (23-00-0003)

System name: Fund Raising Campaigns Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, and all campaign officials' offices in all Regional and Central Office Services and Staff Offices.

Categories of individuals covered by the system: GSA employees who have made voluntary contributions to the Combined Federal Campaign and other fund raising campaigns.

Categories of records in the system:

1. Combined Federal Campaign reports.

2. United Givers Fund reports.

3. Other one-time campaign records.

These records are maintained in order to record those employees who have contributed to campaigns and to prepare necessary campaign statistics.

Authority for maintenance of the system: Executive Order 10927.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th and F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Campaign officials preparing fund raising campaign records and statistics, based on voluntary contributions and pledges of employees.

GSA/OAD 4 (23-00-0004)

System name: Employee Drug Abuse/Alcoholism Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington, DC 20405, in the offices of designated counselors, and in the offices of supervisors who have had employees suspected or known to have drug abuse problems (including alcoholism).

Categories of individuals covered by the system: GSA employees who have been suspected or known to have drug abuse problems.

Categories of records in the system:

1. Records of referrals for counseling

2. Records of counseling

3. Records of referrals for rehabilitative assistance

The above records are maintained for the purpose of:

(1) documenting that supervisors have properly dealt with employees whose work is affected by drug abuse

(2) aiding counselors in their efforts to assist employees

(3) providing a basis for meeting report requirements to the Civil Service Commission

Authority for maintenance of the system:

1. PL 92-555

2. 5 USC 7901

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file drawers or cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the GSA/OAD notices, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations outlined in 41 CFR 105-64

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Supervisors, counselors, personnel specialists, and the employees themselves.

GSA/OAD 5 (23-00-0005)

System name: Incentive Awards Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel, 18th & F Sts., NW, Washington, DC 20405, and the offices of all supervisors initiating, reviewing, and recommending incentive awards

Categories of individuals covered by the system: Employees who have received recognition for suggestions, job performance, and other significant accomplishments.

Categories of records in the system:

1. Suggestion Award Certificate (GSA Form 1514)

2. Letters of commendation, citation, and awards.

These records and related supporting material are maintained for the purpose of identifying and recording those employees who have received recognition for suggestions and job performance.

Authority for maintenance of the system: 5 U.S.C. Chapter 45.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel, 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Supervisors, management officials, officials with other agencies, and members of the public.

GSA/OAD 6 (23-00-0006)

System name: Occupational Health and Injury Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts. NW, Washington, DC 20405, and the offices of all supervisors who have had employees injured on the job or other occupational health problems with employees supervised.

Categories of individuals covered by the system: GSA employees who have sustained injuries or other occupational health problems.

Categories of records in the system:

1. Accident reports (including CA-1 & 2: Federal Employees Notice of Injury or Occupational Disease)

2. Claims for compensation for injury or occupational disease (CA 4)

3. Claims for continuance of compensation on account of disability (CA 8)

4. Lists of employees receiving medical services

5. Health records

The above records are maintained for the purpose of identifying and recording those employees who have sustained injuries or other occupational health problems.

Authority for maintenance of the system: 5 U.S.C. Chap. 81, and 5 U.S.C. 7153 and 5 U.S.C. 7901.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Certain records may at times be released to the Department of Labor for their records. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel, 18th & F Sts. NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individuals to whom the records pertain, or by the personnel specialists who prepare various records or claims.

GSA/OAD 7 (23-00-0007)

System name: Labor-Management Relations Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts., NW, Washington DC 20405, and various service and staff offices throughout GSA.

Categories of individuals covered by the system: GSA employees who are union officials or are in an exclusively recognized unit. Also GSA employees who have filed grievances under the negotiated grievance procedure.

Categories of records in the system:

1. Union dues withholding request or revocation.

2. List of employees who are elected or appointed union officers or officials.

3. Arbitration awards based on employee or union grievance.

4. Recognition petitions submitted to the Assistant Secretary of Labor for Labor-Management Relations.

The above records are maintained in order to identify and record those employees who are included in exclusively recognized units, under dues withholding, elected or appointed as union officers, and whose grievances have been resolved by arbitration awards.

Authority for maintenance of the system: Executive Order 11491, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records and machine listings in file cabinets.

Retrievability: Filed alphabetically at locations by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appeal initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Officials preparing files and records submitted by employees.

GSA/OAD 8 (23-00-0008)

System name: Disciplinary Action and Appeal and Grievance Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts. NW, Washington, DC 20405, and the Offices of supervisors and management officials.

Categories of individuals covered by the system: GSA employees who may be or who have been subjects of disciplinary action and employees who have filed appeals or grievances.

Categories of records in the system:

1. Appeals and grievance register.

2. Index file of grievance and appeal examiners.

3. Warning letters and official reprimand files.

4. Grievance files. (Agency and Negotiated)

5. Adverse action decision letters.

6. Disciplinary action files.

7. Appeals hearing transcripts.

8. Background information in support of disciplinary and adverse actions.

The above records are maintained to identify, record and document those employees who have become the subject of potential or real disciplinary actions and those who have filed grievances and appeals.

Authority for maintenance of the system: E.O. 10987, E.O. 11491, E.O. 11787, and 5 U.S.C. Chap. 77.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper records in file cabinets.

Retrievability: Filed alphabetically by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts. NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the Appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: Employees who file appeals or grievances and management officials who prepare documents required in these files.

GSA/OAD 9 (23-00-0009)

System name: Employee Benefits Files GSA/OAD

System location: The system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th & F Sts. N.W. Washington, DC 20405, and the offices of supervisors and management officials promoting blood donation and savings bonds programs and soliciting employees to attend White House ceremonies.

Categories of individuals covered by the system: All employees enrolled in authorized health and life insurance plans; receiving severance pay; contributing blood; authorizing withholding for savings bonds; attending White House ceremonies; and deceased employees with survivors entitled to death benefits.

Categories of records in the system:

1. Life and health insurance files.

2. Severance pay files.

3. Savings bonds lists.

4. Blood requests.

5. White House ceremonies files.

6. Death case files.

The above records are maintained for the purpose of identifying and recording those employees who have enrolled in authorized insurance plans, received severance pay, authorized withholding for savings bonds, made blood donations, attended White House ceremonies, and/or passed away leaving survivors entitled to death benefits.

Authority for maintenance of the system: 5 U.S.C. Chap 81, 5 U.S.C. 7153, 7901

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for

in 5 U.s.c. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper records in files.

Retrievability: Filed alphabetically at each location by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2)

System manager(s) and address: The Director of Personnel at 18th & F Sts. NW., Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to gain access to information pertaining to them to the appropriate personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individuals to whom the records pertain or by the personnel specialists who prepare various records or claims.

GSA/OAD 10 (23-00-0010)

System name: Staffing Activities Records. GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the appendix following the notice GSA/OAD 22 and in the Central Office, Office of Personnel, 18th & F Sts. NW., Washington, DC 20405.

Categories of individuals covered by the system: Applicants for GSA employment; former and current GSA employees.

Categories of records in the system:

1. Recruitment, qualification, and employment.

2. Merit promotion.

3. Separation.

4. Allegations of merit system violations

These records are maintained for the purpose of making decisions relating to the hiring, maintaining, utilizing, promoting, reassigning, and terminating of employees.

Authority for maintenance of the system:

1. Recruitment, qualification and employment - 5 U.S.C. 3104, 3109, 3321, 3582, 4301 through 4308, 7153, and 7512; Executive Order 11521; Federal Personnel Manual (FPM) Chapters 300, 301, 302, 307, 315, and 337; and Vietnam Veterans Assistance Act, Public Law 93-508.

2. Merit Promotion - 5 U.S.C. 4301 through 4308; FPM Chapter 335.

3. Separation - 5 U.S.C. 3501 through 3504; FPM Chapters 302 and 752.

4. Allegations of merit system violations; Executive Order 9830.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records are described in the appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: Records are retrieved by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel, 18th & F Sts. NW, Washington, DC 20405. Mailing address: General Services Administration (BP), Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, from their Personnel Officer at the address following the notice GSA/OAD 22, or from the Director of Personnel at the above address, whichever is applicable. Former employees may obtain information from their former personnel office. Applicants for GSA employment may obtain information from the personnel officer responsible for the position for which they applied.

Record access procedures: Current employees should direct requests to access records to their supervisor, to the appropriate personnel officer at the address listed in the appendix following the notice GSA/OAD-22, or to the Director of Personnel at the address listed above. Former employees should direct requests to access records to their former personnel office. Applicants for GSA employment may obtain information from the personnel officer responsible for the position for which they applied. For identification requirements refer to the agency regulations as outline in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees and supervisors.

GSA/OAD 11 (23-00-0011)

System name: Career and Executive Development Records. GSA/OAD

System location: This system is located in the personnel offices at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel, at 18th & F Streets NW., Washington, D.C. 20405, and within offices of the services and staff offices throughout GSA where there are participants in the GSA Career Development Program.

Categories of individuals covered by the system: GSA employees, both current and former.

Categories of records in the system:

1. Career folders (supervisory assessments, counseling report, specific and tentative developmental plans).

2. Training and Advancement Program (TAP), Career Advancement Program (CAP), GSA Nationwide Cross-Training Agreement records, and Upward Mobility Development System records.

3. GSA Form 1349, Personal Data Statement

4. GSA Form 3328, Upward Mobility Interest Survey

5. GSA Form 2634, Job Element Appraisal for Career Potential

6. GSA Form 2990, Notice of Trainee Entry

The above records are maintained for the purpose of monitoring and documenting the performance and status of the GSA Career Development Program and GSA Executive Development participants.

Authority for maintenance of the system: 5 U.S.C. 4103 and 5 U.S.C. 4301-4308

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records as defined in 5 USC 552a (a) (7) and provided for in 5 USC 552a (b)(3) are described in the appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets NW., Washington, D.C. 20405

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/ OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the Director of Personnel at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to access records to the Director of Personnel, General Services Building, at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register

Record source categories: The information upon which these records are based is provided by the following sources:

1. Career folders - employee completed GSA Form 1349, and supervisor's evaluations; except employees in levels GS-8 and below and wage system equivalents,where GSA Form 3328 is used.

2. TAP, CAP, and Cross-Training Agreements - correspondence between personnel specialists in GSA, Central Office, and the personnel specialists in the operating offices of GSA and those in the Civil Service Commission.

3. GSA Forms 1349 - employees and official personnel folder.

4. GSA Form 2634 - employment offices of the personnel offices, supervisors both past and present or other individuals who are familiar with the candidates.

5. GSA Form 2990 - official personnel folder.

GSA/OAD 12 (23-00-0012)

System name: Executive Assignment, Promotion, and Retirement.

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, the Central Office, Office of Personnel at 18th and F STREETS NW., Washington, D.C. 20405, and the executive offices of the service and staff offices of the GSA Central Office.

Categories of individuals covered by the system: GSA employees, Grade GS-13 and above.

Categories of records in the system:

1. Executive Assignment System case file

2. Retirement Executive Assignment Program file

3. Executive Manpower Resources file

4. Executive Interchange Program file

5. Executive Manpower Resources Applicant file

The above records are maintained for the purpose of administering to and monitoring the assignment, promotion and retirement activities of employees GS-13 and above.

Authority for maintenance of the system:

1. Executive Assignment System file - 5USC 4301-4308

2. Retirement Executive Assignment Program file - 5 USC Chap. 83.

3. Executive Manpower Resources file - 5 USC 4301-4308

4. Executive Interchange Program file - 5 USC 3376; E.O.11589

5. Executive Manpower Resources Applicant file - 5 USC 4301 - 4308

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3) are described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2).

System manager(s) and address: The Director of Personnel, 18th & F Streets NW., Washington. D.C. 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, or from their Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the Director of Personnel at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to their Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address listed above, whichever applicable. Former employees should direct requests to access records to the Director of Personnel at the General Services Building at the address listed in the appendix. For indentification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing inital determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information on which these records are baseed is provided by the following sources:

1. Executive Assignment System file - official personnel folder, Civil Service Executive Inventory and Executive Manpower Resources Applicant file.

2. Retirement Executive Assignment Program - official personnel folder, retirement eligibility report and application from employee involved.

3. Executive Manpower Resources file - official personnel folder, applications received from participants.

4. Executive Interchange Program file - official personnel folder, nominations received from Heads of Services and Staff Offices.

5. Executive Manpower Resources Applicant file - official personnel folder, application received from employee.

GSA/OAD 13 (23-00-0013)

System name: Trainee Program Records. GSA/OAD

System location: The system is officially maintained in the GSA personnel offices (see the Appendix for the Office of Personnel following the notice GSA/ OAD 22) and the Central Office, Office of Personnel,18th & F Streets NW, Washington, DC 20405. Related records in the system may be located throughout GSA wherever trainees are / were assigned.

Categories of individuals covered by the system: Individuals include: (1) Current and former GSA employees who are or were at one time participants in a formal GSA training program; and (2) individuals who inquire about and/ or apply for employment as a participant in a formal training program.

Categories of records in the system:

1. Employment inquires and interview reports on job applicants for Management Intern, Summer Intern, and general trainee program positions.

2. Pubic Service Career and Worker-Trainee Opportunity Program files.

3. Cooperative Education Employment Program files.

The first category is used for referral purpose as an applicant source file; the other categories are used to record the progress of participants in the training programs, to evaluate both individuals and the program itself and to provide historical continuity for analytical purposes.

4. Report on current and former trainees (GSA Form 2977).

5. Trainee files which include evaluations, trainee reports, ect.

6. Summer Intern Programs files.

7. Management Intern Program files.

Authority for maintenance of the system: 5 U.S.C. 4103

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine uses of these records as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3) are described in the appendix following the GSA notices.

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

Storage: All records are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820. 2)

System manager(s) and address: The Director of Personnel, at 18th &F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor, or from the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address cited above, whichever applicable. Job applicants and former employees may obtain information from the appropriate personnel office (see the appendix).

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address listed above, whichever applicable. Job applicants and former employees should direct requests to access records to the appropriate Personnel Officer (see the appendix). For identification requirements, refer to the agency regulation as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their Official Personnel Folders, other employees, and supervisors.

GSA/OAD 14 (23-00-0014)

System name: Record of Formal Training. GSA/OAD

System location: The system is located at all GSA locations.

Categories of individuals covered by the system: GSA employees, both former and current.

Categories of records in the system:

1. Nomination and authorization forms

2. Annual Training Plan worksheets (GSA Form 2366)

3. Records relating to the training needs of new supervisors (GSA Form 2540, Regional Forms R3-1487, R4-1487, R9-1487--the latter 3 forms used for PBS Federal Protection Service purpose only)

4. Service Reimbursement and Agreement (non-Government training) (GSA Form 1445)

5. Monthly Summary of Training

6. Semi-annual Report of Training (copies are normally filed in OPF'S of individuals who receive training during the reporting period)

7. Records relating to the training needs and accomplishments of employees by specific programs (i e. , Federal Protection Service-- PBS, Office of General Counsel-- OGC, Contract Administration-- FSS and PBS)

The above records are maintained for the purpose of:

(1) planning for, scheduling, nominating, authorizing, and funding (if cost training) training for GSA employees who attend GSA sponsored training and

(2) recording and analyzing completed training

Authority for maintenance of the system: 5 U.S.C. , Chapter 41.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in this system may be disclosed to training and educational facilities outside the agency both Governmental and non-government. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records except Monthly Summary of Training and Semi-annual Report of Training are maintained on paper; the two exceptions are ADP printouts maintained on magnetic tapes (DPM No 2 2 for both).

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets NW. Washington, D.C. 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their appropriate Personnel Office (see the Appendix for the Office of Personnel following the notice GSA/OAD 22) or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the appropriate Personnel Officer (see the appendix).

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor.

Former employees should direct request to access records to the appropriate Personnel Officer (see the Appendix for the Office of Personnel following the notice GSA/OAD 22). For indentification requirements refer to the agency regulations as outlined in 41 CFR 105-64

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, their Official Personnel Folders other employees and supervisors.

GSA/OAD 15 (23-00-0015)

System name: Personnel Office General Staffing Information. GSA/OAD

System location: The Personal Data Statement Notebook, Key GSA Official Book, and Schedule C and Non-career Executive Listing are maintained in the GSA Central Office, Office of Personnel, 18th & F Sts., NW, Washington, DC 20405. The General Personnel Staffing Information and Changes to the Personnel Roster records are maintained in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: The Key GSA Official Book contains information on current key officials throughout GSA. The Schedule C and Non-career Executive Listing contains information on people under those type of appointments. The other records concern personnel employees in the personnel offices of GSA as listed in the Appendix for the Office of Personnel following the GSA/OAD Notices.

Categories of records in the system:

1. General Personnel Staffing Information

2. Changes to the Personnel Roster

3. Key GSA Official Book

4. Personal Data Statement Notebook

5. Schedule C and Non-career Executive Listing.

The above records are maintained for the purpose of monitoring the staffing situation within particular organizational units.

Authority for maintenance of the system: 5 U.S.C. 301-302

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3) are described in the Appendix following the GSA Notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: All records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Former and current GSA employees may obtain information about whether or not they are a part of this system by contacting their Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address noted above, whichever applicable.

Record access procedures: Requests from former and current employees to access records should be directed to the appropriate Personnel Officer at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address listed above, whichever applicable. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories:

1. General Personnel Staffing Information - information for this record is generated internally within the personnel office.

2. Changes to the personnel roster - the information for this record is drawn from service record cards and various files maintained in the processing and records function of the personnel offices.

3. Key GSA Official Book - the information is provided to the Director of Personnel by the various personnel offices throughout GSA.

4. Personal Data Statement Notebook - information for this record is obtained directly from the individual.

5. Schedule C and Non-career Executive Listing - the information is provided to the Director of Personnel by the various personnel offices throughout GSA.

GSA/OAD 17 (23-00-0017)

System name: Compensation and Classification Records. GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, as well as the GSA Central Office, Office of Personnel, 18th & F Streets NW, Washington, DC 20405

Categories of individuals covered by the system: Current and former employees of GSA and applicants for GSA positions.

Categories of records in the system: Records consist of documents relating to overseas employees. supergrades, classification surveys, classification appeals, leave and pay administration, position descriptions, and Federal Protective Officers. These records are maintained for the purpose of properly implementing the activities and requirements relevant to compensation and classification within GSA.

Authority for maintenance of the system:

1. Overseas employee file: 5 U.S.C. 5921 thru 5925

2. Supergrade file: 5 U.S.C. 5108

3. Classification surveys: 5 U.S.C. 5115

4. Classification appeals: 5 U.S.C. 5115

5. Leave and pay administration 5 U.S.C. 5301 thru 6326

6. Position description file: 5 U.S.C. 5113

7. Study: Federal Protective Officers: 40 U.S.C. 490

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper in file folders and card files.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Streets, NW., Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel office at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or from the Director of Personnel at the address noted above, whichever applicable. Former employees and applicants for GSA positions may obtain information from the personnel officers located at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to their supervisor or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, or to the Director of Personnel at the address listed above, whichever applicable. Former employees and applicants for GSA positions should direct requests to gain access to information pertaining to them to the appropriate GSA personnel officer at the address listed in the appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information on which these records are based is provided by the individuals themselves, official personnel folders, other employees, and supervisors.

GSA/OAD 18 (23-00-0018)

System name: Processing and Records Files GSA/OAD

System location: This system is maintained in the personnel offices of GSA at the locations listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: Current and former employees of GSA.

Categories of records in the system:

1. Service record file (including separation, retirement, reemployment, furlough and other active records on current employees and inactive records on past employees).

2. Official Personnel Folder authorized user listing and charge-out system.

3. Leave Without Pay files.

4. Name change files.

5. Pending securities files.

6. SF-52 control sheet files.

The above records are maintained for the purpose of facilitating the processing and recording of personnel actions.

Authority for maintenance of the system: Executive Orders 10561, 9830, 10800, 10988, 11222, and 11246.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Civil Service Commission may utilize this information in the conduct of regulatory audits. The filing of state unemployment claims may also require that certain information be disclosed. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper in either folders or card files.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts. NW, Washington, D.C. 20405

Notification procedure: Former and current GSA employees may obtain information about whether or not they are a part of this system by contacting the Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: Requests from former and current employees to access records should be directed to the Personnel Officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system is drawn from official personnel records, personnel specialists, employee supervisors, and the employees themselves.

GSA/OAD 19 (23-00-0019)

System name: Office Personnel Files GSA/OAD

System location: This system may be maintained at the supervisory or administrative office level throughout the Office of Administration nationwide.

Categories of individuals covered by the system: Former and current GSA employees.

Categories of records in the system: This system consists of a variety of employee related records maintained by operating officials for the purpose of administering personnel matters affecting their employees. Examples of records contained in this system include:

1. Statements of personal history.

2. Employee performance ratings and assessments relevant to promotion potential.

3. Suggestions.

4. Counseling reports.

5. Supervisory assesments of employees' ability to meet career goals.

6. Assessments of supervisory potential.

7. Employment inquiries from other agencies.

8. Military service separations.

9. Developmental needs.

10. Miscellaneous training.

11. Placement followup checklists.

12. Staffing patterns and rosters.

13. Leave and attendance information.

14. Employee addresses and telephone numbers.

15. Military reserve lists.

16. Assignment rosters.

17. Affirmative action plan files.

18. Accession and separation information.

19. Performance and work measurement records.

20. Employee parking permit applications and related information.

Authority for maintenance of the system: Executive Order 9830.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records are described in the appendix following the GSA notices.

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

Storage: Paper records in file folders and card files.

Retrievability: The records within this system are primarily retrieved by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Executive Officer, Office of Administration, 18th & F Sts. NW., Washington, DC 20405. Mailing address: General Services Administration (BA), Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor. Former employees may obtain information from the appropriate personnel officer at the address listed in the appendix following the notice GSA/OAD 22.

Record access procedures: Current employees should direct requests to access records to their supervisor. Former employees should direct requests to the appropriate personnel officer at the address listed in the appendix following the notice GSA/OAD-22. For identification requirements, refer to the agency regulations as outline in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, and personnel records.

GSA/OAD 20 (23-00-0020)

System name: Test Material GSA/OAD

System location: This system is maintained in the six Central Office personnel offices of GSA located in the Metropolitan Washington, D. C. area (see the Appendix for the Office of Personnel following the notice GSA/OAD 22.)

Categories of individuals covered by the system: Applicants for employment with GSA as well as current and former GSA employees.

Categories of records in the system: Records consist of test booklets, answer sheets and notices of rating. They are used for the purpose of determining the qualifications of applicants.

Authority for maintenance of the system: 5 USC Chapter 33

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records are reported to the Civil Service Commission for their records. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: All records within this system are maintained on paper.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts. N. W., Washington, D. C. 20405.

Notification procedure: Applicants for employment with GSA and current and former GSA employees may determine if they are included in this system by contacting the appropriate personnel office at the address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: See last paragraph.

Contesting record procedures: See last paragraph.

Record source categories: The information in this system is provided by the subject individuals.

Systems exempted from certain provisions of the act: In accordance with 5 USC 522a (k)(6) this system of records is exempt from subsections (c)(3),(d),(e),(1),(eg(4)(g)(h)and(i). Provisions for gaining access to and contesting these records are set forth in 41 CFR 105-64, published in the Federal Register

GSA/OAD 22 (23-00-0022)

System name: Listing of Physicians GSA/OAD

System location: This system is located in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Categories of individuals covered by the system: Physicians certified by a board of qualified medical officials established by the Civil Service Commission and in some cases, other physicians approved by GSA.

Categories of records in the system: Names, addresses and phone numbers of the physicians included in this system. These records serve as a referral source for those who are in need of a physician for fitness for duty examination or on the job injuries.

Authority for maintenance of the system: FPM Chapter 831.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the Appendix following the GSA notices.

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

Storage: The records within this system are maintained on paper.

Retrievability: The records within this system are primarily retrievable by name.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The Director of Personnel at 18th & F Sts., NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are included in this system by contacting the Personnel Office listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22.

Record access procedures: Individuals should direct requests to access records to the Personnel Office listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22, which is in their particular area. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The information in this system of records is provided by the individual themselves to either GSA or to the Civil Service Commission or Public Health Service who forward the information to GSA.

Appendix GSA/OAD Addresses of Locations

Central Office

Personnel Division (BPO)
GS Building
18th & F Streets N.W.
Washington, DC 20405
Area Code 202-566-0040

Regional Offices

Region 1
Regional Personnel Office
General Services Administration
John W. McCormack
Post Office & Courthouse
Boston, MA 02109
Area Code 617-223-2624

Region 2
Regional Personnel Office
General Services Administration
26 Federal Plaza
New York, NY 10007
Area Code 212-264-8318

Region 3
Regional Personnel Office
General Services Administration
7th & D Streets SW
Washington, DC 20407
Area Code 202-963-5384

Philadelphia Area Office
William J. Green Jr. Federal Building
600 Arch Street, Room 7250
Philadelphia, PA 19102
Area Code 215-597-0991

Baltimore Area Office
Federal Building, Room 110B
Baltimore, MD 21201
Area Code 301-962-4357

Region 4
Regional Personnel Office
General Services Administration
1776 Peachtree Street NW.
Atlanta, GA 30309
Area Code 404-526-5621

Region 5
Regional Personnel Office
General Services Administration
230 South Dearborn Street
Chicago, IL 60604
Area Code 312-353-5550

Region 6
Regional Personnel Office
General Services Administration
1500 E. Bannister Road
Kansas City, MO 64131
Area Code 816-926-7206

St. Louis Area Office
9700 Page Boulevard
Overland, MO 63132
Area Code 314-268-7273

Region 7
Regional Personnel Office
General Services Administration
819 Taylor Street
Fort Worth, TX 76102
Area Code 817-334-2366

Region 8
Regional Personnel Office
General Services Administration
Denver Federal Center Bldg. 41
Denver, CO 80225
Area Code 303-234-2345

Region 9
Regional Personnel Office
General Services Administration
525 Market Street
San Francisco, CA 94105
Area Code 415-556-6527

Stockton Area Office
Building 414
Rough and Ready Island
Stockton, CA 95204
Area Code 209-946-6256

Region 10
Regional Personnel Office
General Services Administration
GSA Center
Auburn, WA 98002
Area Code 206-833-5212

GSA/OAD 23 (23-00-0023)

System name: Staffing Reporting System GSA/OAD

System location: The data base for this system is located on Computer Sciences Corporations Infonet System, 650 N. Sepulveda Boulevard, El Segundo, CA, 90245. Source material and output reports are located at 1726 M Street, NW., Washington, DC 20036

Categories of individuals covered by the system: Current and former ODS employees

Categories of records in the system: This system of records contains information such as names of personnel, salary, location of employees, job descriptions and vacancies.

Authority for maintenance of the system: 44 USC Chapter 21

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 USC 552A (A) (7) and provided for in 5 USC 552A (B) (3), are described in the appendix following the GSA notices.

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

Storage: Paper and magnetic tapes.

Retrievability: By name

Safeguards: Released only to authorized officials with a need to know and filed in an automated system protected by password.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance & Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Data Systems, GSA, 18th & F Sts. NW., Washington, DC 20405.

Notification procedure: Individual may obtain information about whether they are a part of this system of records from the Director of Data Systems at 18th & F Sts. NW., Washington, DC 20405.

Record access procedures: Access to records in this system may be gained by writing to the Director of Data Systems at 18th & F Sts. NW., Washington, DC 20405. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting the contents and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: ODS employee folder and applications for employment.

GSA/ADM 24 (23-00-0024)

System name: Investigation and Personnel Security Case Files GSA/ADM

Security classification: Some of the material contained in the system has been classified in the interests of the national security pursuant to Executive Order 11652.

System location: The system is located in the Office of Investigations. 18th and F Streets, N.W., Washington, D.C. 20405.

Categories of individuals covered by the system: Individuals covered by the system are employees, applicants for employment, former employees of the General Services Administration; Commissions, Committees and small agencies serviced by the General Services Administration; historical researchers. Also included are employees of contractors performing custodial or guard services in buildings under GSA jurisdiction, individuals who were the source of an individual complaint or an allegation that a crime had taken place, witnesses having information or evidence to any side of an investigation and, identification of possible and actual suspects in the criminal or civil actions that are subjects of investigations.

Categories of records in the system: Investigative files contain information such as name, date and place of birth, address, social security number, education, occupation, experience and investigatory material. These records are used as a basis for issuance of security clearances; suitability determinations; civil, criminal, and administrative actions; and determinations in discrimination cases.

Authority for maintenance of the system: Executive Order 10450, April 27, 1953; Executive Order 11478, August 8, 1969; Executive Order 11652, March 8, 1972; Executive Order 11246, September 24, 1965; and 40 U.S.C. 276a through a-7, 276c, 318(a) through (d), and 327 through 331.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Records are used by officers and representatives of other government agencies on a need-to-know basis in the performance of their official duties under the authorities set forth above and also those routine uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Retrieved manually by name from files that are indexed alphabetically and filed numerically by location and incident.

Safeguards: Records are stored in locked alarmed vault type room and/or three way combination dial safes with access limited to authorized personnel. Information released only to authorized officials on a need-to-know basis.

Retention and disposal: Disposition of records is in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P.1820.2). Records are destroyed either by burning or pulping.

System manager(s) and address: The official responsible for the system is the Director, Office of Investigations, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries by individuals as to whether the system contains a record pertaining to themselves should be addressed to the official cited above or to the Director of Information, 18th and F Streets NW., Washington, D.C. 20405.

Record access procedures: Requests from individuals for access to records should be addressed to the Director, Office of Investigations and should include full name (maiden name where appropriate), address, date and place of birth. Only general inquiries may be made by phone.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individuals, employees, informants, law enforcement agencies, other government agencies, employers, references, co-workers, neighbors, educational institutions, and intelligence sources.

Systems exempted from certain provisions of the act: In accordance with 5 U.S.C. 552 a(k) this system of records are exempt from subsections (c)(3), (d), (e)(1), (e)(4)(G)(H)(I) and f.

GSA/OAD 25 (23-00-0026)

System name: Credentials, Passes, and Licenses. GSA/OAD.

System location: This system of records is maintained by the Director of Management Services, 18th and F Streets, NW, Washington, DC and by the regional Management Services Divisions as listed in the appendix following notice GSA/OAD 27.

Categories of individuals covered by the system: All employees whose assigned responsibilities require the issuance of credentials for identification and security purposes.

Categories of records in the system:

1. GSA I.D. card, GSA Form 208 (name, service and date of issuance).

2. Request for and Record of Credential or Pass, GSA Form 48 (name, description of individual and place of employment).

3. Civil Defense I.D. Card Data, GSA Form 1315 (name, address, personal characteristics).

4. U.S. Government Motor Vehicle Operators I.D. Card (name, sex, DOB, hair color, eye color, height, weight, SSN, birthplace).

5. Night, Weekend and Holiday Pass, GSA Form 15 (various personal characteristics).

6. Civil Defense I.D. Card, SF 138 (name, service and ID number from SF 138).

7. Property Pass, OF 7 (name, building, description of property, agency and effective date).

The purpose of this system is to facilitate the issuance and control of cards, parking permits, building and dining room passes, drivers licenses, and similar credentials.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 522a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper forms.

Retrievability: Name.

Safeguards: When not in use by an authorized person, these records will be stored in lockable metal file cabinets or in secured areas.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system is the Director of Management Services, 18th and F Streets, NW, Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix following notice GSA/OAD-27.

Notification procedure: The address of the agency offices to which inquiries should be addressed and addresses of locations at which the individual may present a request as to whether a system contains records pertaining to himself is the same as that shown in the appendix following notice GSA/OAD 27. Individual should provide name, social security number, period of employment, and position held to assist the office in locating the record.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the Director, Office of Management Services, or Regional Director, Management Services Division, as shown in the appendix following notice GSA/OAD 27.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information is provided by employee being issued credential, and issuing official.

GSA/OAD 26 (23-00-0027)

System name: Motor Vehicle Operator Applications.

System location: This system of records is maintained in the personnel offices of GSA at the addresses listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 and in the offices of all designated officials who require such forms prior to issuing a U.S. Government Motor Vehicle Operator's Identification Card.

Categories of individuals covered by the system: All employees who require the issuance of a motor vehicle operators license.

Categories of records in the system: The purpose of this system is to assess the ability of an employee to safely operate a government motor vehicle and to determine the issuance of a government drivers license (SF 46) Records in this system include:

1. SF 47, Physical Fitness Inquiry for Motor Vehicle Operators

2. SF 78, Certificate of Medical Examination

3. GSA 1293, Application for Motor Vehicle Operator's Identification Card (SF 46)

Authority for maintenance of the system: 40 U.S.C. 491

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 522a (a)(7) and provided for in 5 U.S.C. 552a (b) (3), are described in the Appendix following the GSA Notices.

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

Storage: Paper

Retrievability: Name

Safeguards: When not in use by an authorized person, these records are stored in lockable metal file cabinets or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2.).

System manager(s) and address: The Director of Personnel at 18th and F Streets, NW, Washington, DC 20405

Notification procedure: Current employees may obtain information about whether they are a part of this system of records from the designated official or from their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or from the Director of Personnel at the address noted above, whichever applicable. Former employees may obtain information from the personnel officers at the addresses listed in the appendix.

Record access procedures: Requests from current employees to gain access to information pertaining to them should be directed to the designated official or to their personnel officer at the appropriate address listed in the Appendix for the Office of Personnel following the notice GSA/OAD 22 or to the Director of Personnel at the address noted above, whichever applicable. Former employees should direct requests to the appropriate personnel officer at the address listed in the Appendix. For identification requirements refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of record and appealing initial determin- nations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The employee, designated officials and physicians.

GSA/OAD 27 (23-00-0028)

System name: Emergency Notification Rosters and Files GSA/OAD.

System location: This system of records is maintained in the Office of Management Services, 18th and F Streets NW., Washington, DC and in the regional Management Services Divisions listed in the appendix following this notice. In addition, subsidairy records are maintained by the Central Office and regional offices which have provided input into this system of records.

Categories of individuals covered by the system: GSA officials at division director level and above and GSA officials and employees with emergency assignments.

Categories of records in the system: Records consist of GSA Form 2177, Roster of GSA Officials; employee emergency assignments; and essential residence telephone service. Information includes name, office and home telephone numbers, home address, title, and emergency assignment. The purpose of the system is to maintain current directory information on key GSA regional office officials for use by the Central Office contact point during weekends, holidays, and emergencies; provide essential telephone service to key employees during emergencies; and to notify officials and employees under emergency conditions.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records are described in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Indexed by name.

Safeguards: When not in use by an authorized person, these records will be stored in lockable metal file cabinets or in secured areas, except for cascade lists which are kept in the possession of each applicable individual.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official with overall responsibility for the system of records is the Director of Management Services, 18th & F Sts. NW., Washington, DC 20405. Officials responsible for the regional system of records are the applicable regional directors as shown in the appendix following this notice.

Notification procedure: Employees may obtain information as to whether they are part of this system of records from the Director of Management Services or the applicable regional director listed in the appendix following this notice.

Record access procedures: An individual can obtain information on the procedures for gaining access to records from the Director of Management Services or the applicable regional director listed in the appendix following this notice.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information is provided by subject individuals, their supervisors, or the applicable service and staff office.

Appendix GSA/OAD address of locations

Central Office - Office of Management Services
18th & F Sts., NW
Washington, DC 20405

Region 1 - Director of Management Services
Post Office Square
Boston, Massachusetts 02109

Region 2 - Director of Management Services
26 Federal Plaza
New York, New York 10007

Region 3 - Director of Management Services
7th & D Sts., SW
Washington, DC 20407

Region 4 - Director of Management Services
1776 Peachtree Street NW
Atlanta, Georgia 30309

Region 5 - Director of Management Services
219 South Dearborn Street
Chicago, Illinois 60604

Region 6 - Director of Management Services
1500 E. Bannister Road
Kansas City, Missouri 64131

Region 7 - Director of Management Services
819 Taylor Street
Fort Worth, Texas 76102

Region 8 - Director of Management Services
Building 41 - Denver Federal Center
Denver, Colorado 80225

Region 9 - Director of Management Services
49-4th Street
San Francisco, California 94103

Region 10 - Director of Management Services
GSA Center
Auburn, Washington 98002

GSA/OAD 29 (23-00-0032)

System name: Disbursement and accounts payable files GSA/OAD.

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 34.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each account's status. Accordingly records may include but are not limited to name, address, telephone number, vendor identification number, and social security number.

Authority for maintenance of the system: 31 USC 65 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document adverse action proceedings, advise on credit inquiries, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name or identifying number.

Safeguards: Stored in guarded buildings and/or in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Finance, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are part of this system of records from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 34 or the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable.

Record access procedures: Request to access records should be directed to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 34. Inquiries should provide full name, social security number, vendor number, address, and telephone number and appropriate dates and transactions giving rise to the record. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing the initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, employees, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 30 (23-00-0033)

System name: Accounts receivable claims files GSA/OAD.

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 34.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each account's status. Accordingly records may include but are not limited to name, address, telephone number, vendor identification number, and social security number.

Authority for maintenance of the system: 31 USC 65 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document adverse action proceedings, advise on credit inquiries, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files and magnetic tape files.

Retrievability: Filed alphabetically by name or identifying number.

Safeguards: Stored in guarded buildings and/or in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Finance, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Individuals may obtain information about whether they are part of this system of records from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 34 or the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable.

Record access procedures: Request to access records should be directed to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 34. Inquiries should provide full name, social security number, vendor number, address, and telephone number and appropriate dates and transactions giving rise to the record. For identification requirements, refer to agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing the initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, employees, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 31 (23-00-0034)

System name: Travel System GSA/OAD

System location: This system is located in the General Services Administration (GSA) Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 34.

Categories of individuals covered by the system: Individuals include employees and former employees of GSA and other independent offices and commissions, such as Presidential commissions, serviced by GSA including those persons other than full time employees authorized to travel on Government business.

Categories of records in the system: This system provides control over expenditure of funds for travel and related expenses. Therefore, provisions are made to authorize travel, provide and account for advances, and to pay for travel costs. In this connection, the system contains records which may include, but are not limited to, name, social security number, residence address, dependents names and ages, duty stations and itinerary.

Authority for maintenance of the system: 5 USC 5701 - 5709

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files and magnetic tape files.

Retrievability: Filed alphabetically

Safeguards: Stored in guarded buildings and/or in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Finance, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or finance office at the appropriate address listed in the appendix or from the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable. Former employees may obtain information from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 34.

Record access procedures: Request to access records from current employees should be directed to the employees' supervisor, the appropriate regional finance offices, or to the Director of Finance at the address listed in the appendix following notice GSA/OAD 34. Former employees should direct requests to access records to the appropriate regional finance officer or to the Director of Finance at the address listed in the appendix following notice GSA/OAD 34. For written request, former employees should provide full name, social security number, address, and telephone number and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD 32 (23-00-0035)

System name: Manpower and Payroll Statistics System (MAPS)

System location: The system is located in the General Services Administration Central Office service and staff offices and other GSA offices at the addresses listed in the appendix following notice GSA/OAD 34.

Categories of individuals covered by the system: Individuals include employees and former employees of the General Services Administration including those persons in intern, youth employment and work study programs.

Categories of records in the system: The Manpower and Payroll Statistic System (MAPS) is a comprehensive computerized payroll service and personnel statistics information system with the dual purposes of paying employees salaries, and providing for related accounting and statistical reporting. Thus, MAPS achieves multiple benefits from each data element introduced into the system which is patently designed to meet payroll and personnel statistics needs of all types and sizes of government depart- ments, agencies, bureaus and commissions. To accomplish the above, MAPS can and does provide a number of outputs to the payroll office such as a comprehensive payroll, detail accounting distribution of costs, annual - LWOP - sick leave data reports summary, an employee's statement of earnings deductions and leave every payday for each employee, state and city unemployment compensation report, quarterly Federal and state tax reports, Form 941-FICA and taxable wages, W-2 wage and tax statements and produces reports of withholdings and contributions.

For the personnel office, MAPS produces reports such as an organization roster, classification survey lists, retention register, retirement eligibility list, mandatory retirement lists, report of Federal civilian employment, personnel change listing, length of service and awards lists, and listing of within grade increases.

Records consist of information accumulated by operating officials as well as personnel and finance officials in administering payroll and personnel matters for or about employees. In addition the system contains data necessary to perform detail accounting distributions and to automatically provide for such tasks as mailing checks and bonds, and preparing and mailing tax returns and reports. Accordingly the system contains a large number of records which may include, but are not limited to, name, social security number, date of birth, sex, region and agency, veterans preference, tenure group, service computation date, physcial handicap, agency transferred to (former employee), position title, position class number, supervisory code, organization location, geographic location - state or continent, geographic location - city, geographic location - county or country, type of appointment, occupation code, pay plan, grade, step, annual salary-table, hourly salary, second shift differential-rate, third shift differential- rate, post differenital, quarters allowance, cost of living allowance, hazardous duty allowance, within-grade beginning date, days worked since last step increase, date of next within-grade eligibility, within-grade withheld date, full-time/part-time intermittent code, pay rate determinate, employment-limits expiration date, employment-limits total hours, employment-limits balance of hours, employment-limits total salary, employment-limits balance of salary, Government life insurance code, type of retirement status code, normal hours, accounting-distribution fund code (designates specific appropriation or revolving fund to be charged), accounting-distribution allotment or general ledger account, accounting-distribution location facility, accounting-distribution craft code, accounting-distribution object class, wage board shift differentials, sick leave award, in-out of D.C., retirement annuity, date of last pay period, state tax code, state tax exemptions, Federal tax exemptions, Federal tax marital status/options or additonal withholdings, Federal employee health benefits plan number, Federal employee health benefits employee share of costs, balance of terminal leave repayment, per pay period terminal leave repayment, balance of Internal Revenue levy, per pay period Internal Revenue levy, union codes and dues, charity codes and amounts, other deduction code and amount, residence code, shift code, severence pay-total entitle and unpaid balance, check mail code, premium pay percent code, savings allotments-deduction amounts, constant for deducting regular Government life insurance, wage board schedule number, days worked calendar year-to-date, review date-detail, review date-temporary promotion, review date-temporary position, position occupation, promotion exception, U.S. citizenship, Federal employees health benefits Government share of costs, competitive service level, permanent from date, entered on duty date, date entered present grade, probationary period beginning date, educational level, degree-year, academic discipline, city tax code, city tax deduction, city tax deduction (calendar year-to-date), military retired pay grade, military service retired from, military retirement date, calendar year-to-date (cytd) base salary, cytd night differential, cytd overtime pay, cytd holiday pay, cytd sunday premium pay, cytd post differential, cytd quarters allowance, cytd cost of living, cytd awards, cytd education allowance, cytd terminal leave, cytd other earnings, cytd gross pay, cytd retirement, cytd Federal tax, cytd savings bond, cytd FICA deduction, cytd FICA gross, cytd Internal Revenue levy, cytd leave repayment, cytd union dues, cytd charity deductions, cytd savings allotments, cytd health insurance- employee share and Government share, cytd state taxes, cytd Government life insurance employee deduction and Government deduction, cytd other deductions, cytd net pay, cytd severance pay, leave category, annual leave (AL) ceiling, AL carry-over, AL credited, AL used year-to-date (ytd), AL credit balance, AL earned ytd, AL earned balance, sick leave (SL) carry-over, SL credited ytd, SL used ytd, SL balance, compensatory leave (CL) earned ytd, CL used ytd, CL balance, leave without pay (LWOP) used ytd, LWOP used since date shown for last step increase, LWOP carry-over, absent without authorized leave (AWOL) used ytd, AWOL used since last step increase, military leave (ML) ytd, court leave ytd, other leave ytd, net terminal leave hours, ML used prior year, bond denomination, bond deduction, bond accumulated balance, bond direct mail code, bond designee number (refers to an individual), bond designee counter (shows which designee is to appear on next bond issued), bond issue date, Mr. - Mrs. - Miss code, bond owner name (may be employee or another person such as a child), bond owner social security number, bond address line 1, bond address line 2, bond address line 3, W-2 street address, W-2 city-state-zip codes, savings allotments (SA) institution name, SA bank identification, SA bank employee account number, SA address line 1, SA bank address line 1, SA bank address line 2, SA bank zip code, net pay deposit for employee (NPD) bank name, NPD employee account number, NPD bank identification - composite checks, NPD bank address line 1, NPD bank address line 2, NPD bank zip code, payroll check direct mail address and zip code pay, and hours history by payroll and also year-to-date cumulative pay and hours records.

Authority for maintenance of the system: 5 U.S.C., Part III, is the authority for the overall system. Specific authority for use of Social Security Numbers is contained in Executive Order 9397, 26 CFR 31.6011(b)-2, and 26 CFR 31.6109-1.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine uses of records maintained in the system shall include providing a copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, and 5520, or in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Director of Administration, General Services Administration (B), Washington, DC 20405. The request must include a copy of the applicable statute or ordinance authorizing the taxation of the compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agrement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed city tax withholding certificates shall be furnished the city in response to a written request from an appropriate city official to the Director of Administration, General Services Administration (B), Washington, DC 20405.

To the extent necessary, records are available outside GSA to monitor and document grievance proceedings, EEO complaints, and adverse actions; to provide references to other agencies and persons for employees seeking employment elsewhere; to conduct counseling sessions; and to prepare biographical sketches of employees for release to other agencies and persons. Some routine uses of MAPS output data is shown by examples listed below:

1. SF 1150 Leave transcript: The SF 1150 is printed when an employee separates from an agency and is transferred along with the employee to wherever his destination may be. This is the primary vehicle by which an employee's leave is transferred from one agency to another. Information is provided for annual and sick

leave, military leave, health benefits and Government life insurance;

2. Alphabetical listing of employees: The alphabetical listing is a monthly general use printout of all employees arranged alphabetically by last name. The listing contains information of interest to both payroll and personnel, and it serves as a handy reference in place of the official personnel folders to locate employees, verify employment and to supply basic employment information to answer questions for credit and other purposes outside GSA;

3. Alpha listing of employees by service: This report is identical to the alphabetical listing of employees except that is sorted by the service in which the employee is located. The report contains the basic personnel employment record for each listed employee; therefore, the report is used in the same manner as the alphabetical listing of employees to locate employees, verify employment, and to supply basic employment information for credit and other purposes rather than refer to an employee's official personnel folder;

4. Organization Roster. The organizational roster is a monthly listing of all employees by their organizational location. A separate report is produced for the Central Office and each of the ten regions. The uses of this listing are the same as those for the alphabetical listing of employees and the alpha listing of employees by service except this report is better for showing an accurate picture of the organizational structure of an office or other units;

5. Retention register: The retention register is a listing of all employees grouped by the factors which determine retention rights for reduction in force, RIF, purposes;

6. Executive health maintenance list: The executive health maintenance list is a listing of all employees over 40 years of age who are qualified for the Executive Health Maintenance Program according to paramaters set by each region. The listing is available upon request to management officials and Health Unit officials on a need-to-know basis; and also those Routine uses contained in the appendix following the GSA Notices;

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

Storage: Paper records in file folders and card files, microfilm records in reels and cabinets, magnetic tapes and cards in cabinets and storage libraries, computer records within a computer and attached equipment.

Retrievability: Filed alphabetically by name, by social security number, or both methods at each location for each person.

Safeguards: When not in use by an authorized person, these records are stored in lockable metal containers or in secured rooms.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Finance, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or from their personnel office at the appropriate address listed in appendix following notice GSA/OAD 34 or from the Director of Personnel or the Director of Finance at General Services Administration, 18th & F Streets, NW, Washington, DC, 20405, whichever is applicable. Former employees may obtain information from the Director of Personnel or the Director of Finance at the address listed above.

Record access procedures: Requests to access records from current employees should be directed to the employees' supervisor or to the personnel or finance officer at the address in the appendix noted below or to the Director of Personnel or the Director of Finance, at the address noted above, whichever is applicable. Former employees should direct requests to access records to the personnel or finance officer at the proper address listed in appendix following notice GSA/OAD 34 or the Director of Personnel or the Director of Finance at the addresses noted, whichever is applicable. For written requests, former employees should provide full name, social security number, address, and telephone number, and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies management officials and non-Federal sources such as private firms.

GSA/OAD 33 (23-00-0036)

System name: Payroll and time and attendance reporting system.

System location: The system is located in the General Services Administration Central Office service and staff offices and other offices wherever there are timekeepers and at the addresses listed in the Appendix following notice GSA/OAD 34.

Categories of individuals covered by the system: Current and former employees.

Categories of records in the system: The system provides for reporting each employee's status as either on the job time or as paid or unpaid leave time including absences without authorized leave. Accordingly records include but are not limited to name, home address, telephone number, work location, social security number, hours of duty and attendance information for processing of the data to the Manpower and Payroll Statistics System

Authority for maintenance of the system: 5 U.S.C., Part III, is the authority for the overall system. Specific authority for use of Social Security Numbers is contained in Executive Order 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: To the extent necessary the records are available outside GSA to monitor and document grievance proceedings, EEO complaints and adverse actions; to conduct counseling sessions; and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name

Safeguards: Stored in guarded buildings and/or in areas controlled by authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Director of Finance, General Services Administration, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Current employees may obtain information about whether they are part of this system of records from their supervisor or finance office at the address in the appendix referenced below or from the Director of Finance at the General Services Administration, 18th & F Streets, NW, Washington, DC 20405, whichever is applicable. Former employees may obtain information from the finance office at the appropriate address listed in the appendix following notice GSA/OAD 34 or from the Director of Finance at the address listed above.

Record access procedures: Request to access records from current employees should be directed to the employees' supervisor or to the finance officer at the address in the appendix referenced below or to the Director of Finance, at the address noted above, whichever is applicable. Former employees should direct requests to access records to the finance officer at the appropriate address listed in the appendix following notice GSA/OAD 34 or to the Director of Finance at the address noted, which ever is applicable. For written request, former employees should provide full name, social security number, address, and telephone number, and approximate dates and places of employment. For identification requirements, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA/OAD rules for access to records and for contesting the contents and appealing initial determinations are promulgated in 41 CFR 105-64 published in the Federal Register.

Record source categories: The individuals themselves, other employees, supervisors, other agencies, management officials and non-Federal sources such as private firms.

GSA/OAD-34 (23-00-0100)

System name: Employee Credit Reports GSA/OAD

System location: The system is located in the General Services Administration, Office of Finance, Financial Management Division, Credit and Finance Branch, 18th & F Streets, NW, Washington, DC 20405.

Categories of individuals covered by the system: Present and former employees who have refused to abide by the terms of their training agreement and/or other employment related contracts, and thereby have incurred a liability to the Government. If appropriate, similar information will be gathered on spouses.

Categories of records in the system: The categories are as follows: Name and address; age; number of dependents; name of employer; nature of business; position held/length held; full time or part-time employment; prospects for continued permanent employment; net worth and what it consists of; annual earned income; additional income; reputation; credit record; financial record and personal history. Records are used in GSA to investigate employees who have defaulted on employment related contracts.

Authority for maintenance of the system: 31 U.S.C. 951-953

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Referred to GAO. Also may be transferred for the routine uses listed in the appendix following the GSA notices.

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

Storage: The records for both GSA and the contractor will be stored on paper.

Retrievability: The records within the system will be kept in alphabetical order by name.

Safeguards: All correspondence between GSA and the contractor will be secured in a locked cabinet in the Credit and Finance Branch. Only those people designated authority will handle this data. The contractor will retain his records in a secured office.

Retention and disposal: Disposal is in accordance with HB GSA Record Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Credit and Finance Branch, Financial Management Division, Office of Finance, OAD, 18th & F Streets, NW, Washington, DC 20405.

Notification procedure: Infomation may be obtained from official listed above.

Record access procedures: Procedures for contesting records are contained in 41 CFR 105-64.

Contesting record procedures: Procedures for access to records are contained in in 41 CFR 105-64.

Record source categories: Credit companies, individuals, employers/supervisors, former employers, banks and GSA contracted credit investigators.

Appendix GSA/OAD Addresses of Locations

Central Office

Office of Administration
Office of Finance
GS Building, Room 3131
18th & F Streets NW
Washington, DC 20405

Automated Data and Telecommunications Service
Financial Management Division
GS Building, Room 1204
18th & F Streets NW
Washington, DC 20405

Office of Preparedness
Executive Director
GS Building, Room 4241
18th & F Streets NW
Washington, DC 20405

Federal Supply Service
Office of Executive Director
Crystal Mall Building 4
1941 Jefferson Davis Highway
Room 1111
Arlington, VA 20406

National Archives and Records Service
Office of Executive Director
Archives Building
7th & Pennsylvania Avenue NW
Room 108
Washington, DC 20408

Public Buildings Service
Office of Executive Director
GS Building, Room 6340
18th & F Streets NW
Washington, DC 20405

Regional Offices

Region 1
Finance Division
General Services Administration
John W. McCormack
Post Office and Courthouse
Boston, MA 02109

Region 2
Finance Division
General Services Administration
26 Federal Plaza
New York, NY 10007

Region 3
Finance Division
General Services Administration
7th & D Streets SW
Washington, DC 20407

Philadelphia Area Office
William J. Green, Jr.
Federal Building
600 Arch Street, Room 7250
Philadelphia, PA 19102

Baltimore Area Office
Federal Building, Room 110B
Baltimore, MD 21201

Region 4
Finance Division
General Services Administration
1776 Peachtree Street NW
Atlanta, GA 30309

Region 5
Finance Division
General Services Administration
230 South Dearborn Street
Chicago, IL 60604

Region 6
Finance Division
General Services Administration
1500 E. Bannister Road
Kansas City, MO 64131

St. Louis Area Office
9700 Page Boulevard
Overland, MO 63132

Region 7
Finance Division
General Services Administration
819 Taylor Street
Fort Worth, TX 76102

Region 8
Finance Division
General Services Administration
Denver Federal Center Bldg. 41
Denver, CO 80225

Region 9
Finance Division
General Services Administration
525 Market Street

San Francisco, CA 94105

Stockton Area Office
Building 414
Rough and Ready Island
Stockton, CA 95204

Region 10
Finance Division
General Services Administration
GSA Center
Auburn, WA 98002

GSA/OAD 35 (23-00-0038)

System name: Discrimination Complaint File, GSA/OAD

System location: The system is located in the GS Building, 18th and F Streets, NW Washington, DC 20405, and in the regional offices located at the addresses listed in the appendix following the notice GSA/ OAD 22.

Categories of individuals covered by the system: Individuals include GSA employees or applicants for employment who consult an Equal Employment Opportunity (EEO) Counselor concerning allegations of discrimination.

Categories of records in the system: This system of records contains information or documents relating to a decision or determination made by the Agency or the U.S. Civil Service Commission affecting an individual. The records include, but are not limited to, report of counseling, investigation, letters or notices to the individual, record of hearings when conducted, materials placed into the record to support the decision of determination, affidavits or statements, testimony of witnesses, and related correspondence, opinions and recommendations.

Authority for maintenance of the system: Executive Orders 11478 and 11141, the Equal Employment Opportunity Act of 1972, and the Age Discrimination in Employment Act of 1967, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records and information in the records may be used to adjudicate an appeal or complaint; and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: These records are maintained in file folders, binders and index cards.

Retrievability: These records are indexed by the names of the individuals on whom they are maintained.

Safeguards: Records are located in lockable metal file cabinets. Access to and use of these records are limited to those persons whose official duties require such access. Personnel screening is employed to prevent unauthorized disclosures.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address:

Director, Equal Employment Opportunity Division
General Services Administration
18th and F Streets, NW
Washington, DC 20405

Notification procedure: Requests from individuals as to whether they are part of this system should be addressed to the official responsible for the system, or to the appropriate Regional EEO Officer at the address listed in the appendix following the notice GSA/OAD 22.

Record access procedures: Requests from individuals for access to this system of records should be addressed to the Director, Equal Employment Opportunity Division at the above address or to the appropriate EEO Officer at the address listed in the appendix following the notice GSA/OAD 22. For identification requirement, refer to the agency regulations as outlined in 41 CFR 105-64.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individuals to whom the record pertains; Agency officials, affidavits or statements from employee, testimony of witnesses, official documents relating to the request for counseling, appeal, or complaint, and correspondence from specific organizations or persons.

GSA/OAD 36 (23-00-0103)

System name: Defunct Agency Records, GSA/OAD.

System location: The system records are located in the GS Building, 18th & F Sts. NW., Washington, DC 20405, and in the GSA Regional Office Building, 7th & D Sts. SW., Washington, DC 20407.

Categories of individuals covered by the system: Employees of defunct agencies, including but not limited to Presidential commissions, committees, small agencies, and boards, the records of which were serviced by GSA under a reimbursable administration support agreement.

Categories of records in the system: Varied payroll and financial records including but not limited to time and attendance cards, payment vouchers, comprehensive listing of employees, health benefits records, requests for deductions, tax forms, W-2 forms, overtime requests, leave data, retirement records, and vendor register and payment tapes.

Authority for maintenance of the system: The Economy Act, 31 U.S.C. 686 and the Federal Property and Administrative Services Act of 1949, as amended, 63 Stat. 377.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The records are used by GSA personnel in concluding the administrative operations of the defunct agency. Routine uses of records maintained in the system shall include providing a copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, and 5520, or in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Director of Administration, General Services Administration (B), Washington, DC 20405. The request must include a copy of the applicable statute or ordinance authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C 5520), copies of executed city tax withholding certificates shall be furnished the city in response to a written request from an appropriate city official to the Director of Administration, General Services Administration (B), Washington, DC 20405.

Records are also released to the General Accounting Office for audits, to the Internal Revenue Service for investigations, and to the Civil Service Commission (CSC) concerning pay, benefits, retirement deductions, and other information necessary for the CSC to carry out its Government-wide personnel management functions.

Also those routine uses contained in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files, microfilm records in reels and cabinets, magnetic tapes and cards in cabinets and storage libraries, and computer records within a computer and attached equipment.

Retrievability: Payroll records are retrieved by the social security number and all other records by name.

Safeguards: When not in use by an authorized person, the records are stored in lockable metal containers or in secured rooms.

Retention and disposal: Disposition of records will be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The system manager for those records which were being serviced under agreement by the Agency Liaison Division at the time the agency expired is the Director, Agency Liaison Division, GSA Building, 18th & F Sts. NW., Washington, DC. Mailing address: General Services Administration (BRZ), Washington, DC 20405. The system manager for those records which were being serviced under agreement by the Office of Finance is the Director of Finance, General Services Administration, 18th and F Streets NW., Washington, DC. Mailing address: General Services Administratin (BC), Washington, DC 20405.

Notification procedure: Requests for assistance should be made to the Director of Information, General Services Administration (AVD), Washington, DC 20405.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64. Address request in writing to the system manager. The legend 'Privacy Act Request' shall appear on the letter and envelope.

Contesting record procedures: GSA procedures for contesting records are contained in 41 CFR 105-64.

Record source categories: Upon termination, the agency being serviced by GSA publishes a notice in the Federal Register transferring administration responsibilities for the records to GSA.

GSA/OGC 2 (23-00-0040)

System name: Attorney Placement, GSA/OGC. This notice covers 6 unique systems of records of related subject matter.

System location: Each system is located in one of the following 6 offices; the supervisor in each of these 6 offices is the official who sets policies and procedures for the records in his own office: L, and the Office of the Regional Counsels, Regions 1, 2,5,6, & 7. See appendix following notice OGC 6 for addresses.

Categories of individuals covered by the system: Each of the 6 systems covers attorneys and law students applying for employment

Categories of records in the system: Each of the 6 systems covers qualifications of applicants for legal positions; the General Counsel, L, and the Regional Counsels for Regions 1, 2, 5, 6, and 7 and other authorized OGC employees use the records in their respective offices to fill vacancies and new positions with qualified applicants.

Authority for maintenance of the system: Each of the 6 systems is authorized by 5 U.S.C. 3101 and the Federal Property and Administrative Services Act of 1949 as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the appendix following the GSA notices.

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

Storage: Paper.

Retrievability: Manual by name.

Safeguards: File folders are kept in guarded buildings and released only to authoized persons.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The system managers for the 6 systems are respectively: General Counsel, L; and Regional Counsels, Regions 1, 2, 5, 6, and 7 for records within their offices. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Information in each of the 6 systems comes from one of the following sources: Applicants, placement offices, interviewers.

GSA/OGC 4 (23-00-0042)

System name: General Law Files, GSA/OGC. This notice covers 21 unique systems of records involving related subject matter.

System location: The General Law Files of OGC are divided into 21 unique systems of related subject matter. Each system is located in one of the following 21 offices; the supervisor in each of these 21 offices is the official who sets policies and procedures for the records in his own office:

L, LL, LB, LC, LE, LF, LM, LR, LP, LT, LX, and office of the Regional Counsels, Regions 1-10, for records in their respective offices. See appendix following notice OGC 6 for addresses.

For information on the location of specific law files contact L at the address listed in the appendix.

Categories of individuals covered by the system: Each of the 21 systems covers one or more of the following categories of individuals:

GSA employees, past and present; other agency employees, members of the public (including individuals, corporations, and firms); witnesses in regulatory proceedings; persons who have made Freedom of Information and Privacy Act requests and persons about whom such reqiests have been made; persons pursuing tort claims or involved in litigation with GSA; grievants under collective bargaining agreements; appellants.

Categories of records in the system: Each of the 21 systems covers one or more of the following categories of records:

Among other data, name of individuals, position description, grade, salary, SSN, work history, complaint, history of the case, applicable law, working papers of attorney, testimony of witnesses, background investigation materials, records subject to complaint, request, or litigation, correspondence, damage reports, contracts, accident reports, GSA Form 1593, SF 91, SF 91A, SF 92, pleadings, affidavits, credit ratings, medical diagnoses and prognoses, doctor's bills, estimates of repair costs, invoices, litigation reports, financial data. Records are used to give general legal advice, as requested, throughout GSA, and to prepare attorneys for hearings and trials, to reference past actions, and to maintain internal statistics.

Authority for maintenance of the system: Each of the 21 systems is authorized by one or more of the following statutes or Executive Orders:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; Freedom of Information Act, 5 U.S.C. 552 as amended; the Privacy Act of 1974, 5 U.S.C. 552a; 5 U.S.C., Part II (Civil Service Commission); 5 U.S.C., Chap. 33 (examination, selection and placement); Equal Employment Opportunity Act of 1972, 86 Stat. 103, 5 U.S.C. 5108, 5314-5316 and 42 U.S.C. 2000e, et. seq.; 5 U.S.C. 7151-7154 (antidiscrimination in employment); 5 U.S.C., 7301 (regulation of conduct); 5 U.S.C. 7501, note (adverse actions); 5 U.S.C., Chapter 77 (appeals); title 11 U.S.C. (bankruptcy); Federal Tort Claims Act, 28 U.S.C. 1291, 1346 (b)(c), 1402(b), 1504, 2110, 2401(b), 2402, 2411(b), 2412(c), 2671-2680; 1 Stat. 515, 676, 31 U.S.C. 191 (debts owed by or due to U.S.); Federal Claims Collection Act of 1972, 80 Stat. 308-309, 31 U.S.C. 951-953; 78 Stat. 767, 768, 79 Stat. 789, 82 Stat. 998, 84 Stat. 412, 86 Stat. 491, 31 U.S.C. 240-243 (settlement of claims); E.O. 6166 Reorganization of Executive Agencies; E.O. 10577, Amending the Civil Service Rules and Authorizing a new Appointment System for the Competitive Service; E.O. 11491, Labor-Management Relations in the Federal Service; E.O. 11787, Revoking Executive Order 10987, Relating to Agency Systems for Appeals from Adverse Actions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information may be released to the Department of Justice in review, settlement, defense, and prosecution of claims, complaints, and law suits involving contracts, torts, debts, bankruptcy, personnel adverse action, EEO, unit determinations, unfair labor practices, and Freedom of Information and Privacy Act requests. Other routine uses are listed in the appendix following the GSA notices.

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

Storage: Paper.

Retrievability: Manual, by name.

Safeguards: Records are stored in secured buildings; available to authorized persons only.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The system managers for the 21 systems are, respectively:

General Counsel, L; Deputy General Counsel for Law, LL; Assistant General Counsels, LB, LC, LE, LF, LM, LP, LR, LT, LX, and Regional Counsels for Regions 1-10. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: Information in each of the 21 systems comes from one or more of the following sources:

Federal employees and private parties involved in torts, contracts, personnel actions, unfair labor practices, and debts concerning the Federal Government; general law texts and sources; Dun and Bradstreet and other sources of financial information; law enforcement officers; witnesses, and others.

GSA/OGC 5 (23-00-0043)

System name: General personnel files. This notice covers 22 unique systems of records involving related subject matter.

System location: These files are divided into 22 unique systems of related subject matter. Each system is located in one of the following 22 offices; the supervisor in each of these 22 offices is the official who sets policies and procedures for the records in his own office: L, LA, LB, LC, LE, LF, LH, LM, LP, LT, LR, LX, Office of the Regional Counsels, Regions 1-10. See appendix following notice OGC 6 for addresses.

Categories of individuals covered by the system: OGC Central Office employees for those systems in the offices of L, LA, LB, LC, LE, LF, LH, LM, LP, LT, LR, and LX; Regional employees for those systems in the Offices of the Regional Counsels, Regions 1-10.

Categories of records in the system: Each of the 22 systems covers one or more of the following types of records or information: Name, title, SSN, DOB, grade, salary, employment history, home address and telephone number, resume, age, marital status, GSA Form 834-Annual Attendance Record, Form 1349-Personal Data Statement, transcripts, OGC employee record, applications, directories of attorneys, news clippings, correspondence, letters of reference. Records are used in the agency to complete agency forms for requests for personnel actions, security clearances, travel and training authorizations, time and attendance records, reports, etc. Also used for issuing passes, motor pool ID, etc. Information is used 'in house' for personnel evaluation and management.

Authority for maintenance of the system: Each of the 22 systems is authorized by the following statutes: 5 U.S.C., generally; Federal Property and Administrative Services Act of 1949, as amended

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information in each of the 22 systems is disclosed to persons outside the agency for verifying employment and salary, preparing letters of reference at the request of the employee, making travel and training arrangements, and furnishing copies of performance appraisals to other government agencies when employees have applied for jobs elsewhere. Other routine uses are listed in the appendix following the GSA notices.

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

Storage: Information in each of the 22 systems is stored in one or more of the following manners: In paper files, in the General Counsel's desk book, in supervisors' card indices.

Retrievability: Information in each of the 22 systems is retrieved manually by name, grade or title.

Safeguards: All records are safeguarded in accordance with GSA Privacy Regulations contained in 41 CFR 105-64.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2), paragraph 9B25.

System manager(s) and address: The system manager for each of the 22 systems, respectively, is: General Counsel, L; Administrative Officer, LA; Assistant General Counsels, LB, LC, LE, LF, LH, LM, LP, LR, LT, LX; Regional Counsels, Regions 1-10. See appendix following notice OGC 6 for addresses.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: The source of information in each of the 22 systems is one or more of the following: Official personnel records, GSA Personnel and Finance Offices, supervisors, letters of reference or commendation furnished by agency officials or persons from private industry, educational information supplied by colleges and universities, periodicals, the individual.

GSA/OGC 6 (23-00-0044)

System name: Potential employees referrals.

System location: LC. See appendix following Notice GSA/OGC 6 for address.

Categories of individuals covered by the system: Applicants for employment at GSA.

Categories of records in the system: Resumes, applications, recommendations and replies, previous work history, reference checks, and notes. Used inside the agency in connection with litigation and hearings.

Authority for maintenance of the system: Civil Service Rule 5, 5 CFR 5.1-5.4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix following GSA notices. Also may be transferred to CSC, outside counsel, and respondents in connection with ongoing litigation and hearings.

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

Storage: Paper.

Retrievability: Manually, by name.

Safeguards: Stored in locked room in guarded building, accessible to authorized persons only.

Retention and disposal: At the termination of all litigation and hearings relevant to the records, records will be integrated into individual Official Personnel Folders, to the extent possible. The remaining records will be disposed of in accordance with normal procedures.

System manager(s) and address: Assistant General Counsel, LC. See appendix following Notice GSA/OGC 6 for address.

Notification procedure: GSA notification procedures are contained in 41 CFR 105-64.

Record access procedures: GSA procedures for record access are contained in 41 CFR 105-64.

Contesting record procedures: GSA rules for contesting records are contained in 41 CFR 105-64.

Record source categories: GSA Personnel Offices, the individual, persons who provided references, former employees, GSA employees involved in personnel work.

Appendix GSA/OGC Address of Locations

Office of General Counsel, Central Office Divisions located at the General Services Building, 18th and F Streets, NW, Washington, DC 20405. Business hours are 8:00-4:30 EST.

L - General Counsel
(202) 566-1200

LL - Deputy General Counsel for Law
(202) 566-0050

LA - Administrative Officer
(202) 566-0681

LB - Assistant General Counsel
Public Buildings Division
(202) 566-0500

LC - Assistant General Counsel
Claims and Litigation Division
(202) 566-1594

LE - Assistant General Counsel
Preparedness and Policy Division
(202) 566-0528

LH - Director,
Contract Compliance Division
(202) 566-0450

LM - Assistant General Counsel
Labor Law Division
(202) 566-1146

LR - Assistant General Counsel
Administration and Records Division
(202) 566-1460

LT - Assistant General Counsel
Regulatory Law Division

(202) 566-0750

LX - Assistant General Counsel
Automated Data and Telecommunications Division
(202) 566-1156

Office of General Counsel, Central Office Division (Procurement) located at Crystal Mall. Building 4, Room 819, Washington, DC 20406. Business hours are 7:45 - 4:15 EST.

LP - Assistant General Counsel
Procurement Division
(202) 557-8417

Office of General Counsel, Central Office Division (Transportation Audit) located at 425 I Street NW., Washington, DC 20406. Business hours are 7:45 - 4:15 EST.

LF - Assistant General Counsel
Transportation Audit Division
(202) 275-6101

Office of General Counsel, Regional Offices, located at:

Region 1 - GSA Regional Counsel
J. W. McCormack P.O. &
Court House
Boston, MA 02109
(617) 223-2621
8:20-4:50 EST

Region 2 - GSA Regional Counsel
26 Federal Plaza
New York, NY 10007
(212) 264-8306
8:15-4:45 EST

Region 3 - GSA Regional Counsel
7th and D Streets, SW
Washington, DC 20407
(202) 472-1809
8:15-4:45 EST

Region 4 - GSA Regional Counsel
1776 Peachtree Street, NW
Atlanta, GA 30309
(404) 526-5615
8:00-4:30 EST

Region 5 - GSA Regional Counsel
230 S. Dearborn Street
Chicago, IL 60604
(312) 353-5392
8:30-5:00 CST

Region 6 - GSA Regional Counsel
1500 E. Bannister Road
Kansas City, MO 64131
(816) 926-7212
8:00-4:30 CST

Region 7 - GSA Regional Counsel
819 Taylor Street
Fort Worth, TX 76102
(817) 334-2325
7:45-4:15 CST

Region 8 - GSA Regional Counsel
Building 41
Denver Federal Center
Denver, CO 80225
(303) 234-3813
7:30-4:00 MST

Region 9 - GSA Regional Counsel
525 Market Street
San Francisco, CA 94105
(415) 556-3963
7:45-4:15 PST

Region 10 - GSA Regional Counsel
GSA Center
Auburn, WA 98002
(206) 833-5225
7:30-4:00 PST

GSA/NARS 1 (23-00-0046)

System name: Researcher Application Files, GSA/NARS

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers who apply to use records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Applications to use records including name, address, telephone number, occupation, research topic, education level, and field of interest. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to identify and record the individuals who use records in the National Archives and other repositories listed above, to provide a means of contacting the individual if additional information of research interest to him is found, and to mail notices of events and programs of interest to users of the records in the National Archives.

Authority for maintenance of the system: 44 U.S.C. 2104.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held one year and retired. After 14 additional years they are destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building; the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix, following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, the directors of Federal archives and records centers, or the directors of Federal records centers, depending on where individuals have used records. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates records were used. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or student or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers.

GSA/NARS 2 (23-00-0047)

System name: Reference request files, GSA/NARS

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers and correspondents, requesting information from the records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Correspondence, reference service slips, receipts for money, deposit account records, reproduction orders, reference logs, lending files, and reference files pertaining to requests for information, including all or parts of the following: requester's name, address, telephone number, occupation, research topic, education level, and field of interest. Biographical material relating to individuals who are the subject of the reference inquiries may also be included. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to record individual requests for information and the responses to those requests; to maintain control over information requests received and answered; to enable later contact with the requester if required; to assist in the preparation of standard replies to similar questions; to facilitate preparation of statistical and other reports; to establish researcher accountability for records; to maintain control of records being used; to record payment for reproduction orders and funds placed on deposit; to record loans of materials or records from the above locations; to monitor Freedom of Information Act requests and prepare reports; and, when requested by the individual researcher, to write recommendations for researchers applying for grants or employment.

Authority for maintenance of the system: 44 U.S.C. 2104 and 2907.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards, and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records which are:

(1) created in the administration of loans of materials are cut off after the return of the materials, held one year, and destroyed;

(2) created in the process of providing reference service by mail are cut off annually, held two years, and destroyed.

(3) created in the process of providing records to researchers in the National Archives research rooms are cut off annually, held one year, and retired. After 14 additional years they are destroyed.

These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix, following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records or directed inquiries. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, the directors of Federal archives and records centers, or the directors of Federal records centers, depending on where individuals used records or directed inquiries. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or transaction. For personal visits the individual should be able to provide some acceptable identification such as driver's license or student or employee identification. Only general inquires may be made by telephone.

Contesting record procedures: Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers, correspondents, and employees of the National Archives.

GSA/NARS 3 (23-00-0348)

System name: Donors of historical materials files, GSA/NARS

System location: The system is located in the National Archives Building and the Presidential libraries. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Donors and potential donors of papers or other historical materials to the National Archives and Presidential libraries.

Categories of records in the system: Correspondence, deeds of gift, deposit agreements, accession files, accession cards, administrative files, inventory of museum objects, oral history use agreements, tapes, and transcripts, all of which relate to the solicitation and preservation of donations. Also included are biographical data on donors as well as their addresses, telephone numbers, and occupations. The records are primarily used by officers and employees of GSA who have a need for the records in the performance of their duties to record solicitation efforts and accessioning of papers and other historical materials for preservation in the above locations; to maintain control over the accessions program; to facilitate future solicitations of gifts; to record deeds of gift; to record agreements of use.

Authority for maintenance of the system: 44 U.S.C. 2107 and 2108.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include releasing biographical material about donors and prospective donors to the public as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in file folders; sound recordings.

Retrievability: Filed alphabetically at each location by name of individual donor.

Safeguards: Buildings employ security guards, and records and other materials are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are permanent. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Presidential Libraries at the National Archives Building, and the Directors of the Presidential Libraries. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have donated materials or from which they have received requests for donations. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or the Assistant Archivist for Presidential Libraries or the directors of Presidential libraries depending on which repository the individual has been associated with. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate dates of the correspondence or transaction. For personal visits the individual should be able to provide some acceptable identification such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Donors, potential donors, and employees of the National Archives.

GSA/NARS 4 (23-00-0049)

System name: National and Regional Archives Advisory Council files, GSA/NARS.

System location: The system is located in the National Archives Building, the Federal archives and records centers, and the regional archives headquarters. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Former, current, and prospective Council members.

Categories of records in the system: Correspondence with and biographical information about former, current, and prospective Council members including all or parts of the following: name, address, telephone number, education, professional vita, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties to review professional qualifications of prospective council members; to document activities of the Councils themselves; to conduct future correspondence with Council members; to serve as a mailing list with current and past members; to record the individual Council members' role; and to help formulate Council policy.

Authority for maintenance of the system: 5 U.S.C., Appendix I, Section 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Biographical material relating to Council members is made available to the public for purposes of publicizing the membership and activities of the Councils.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards, and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after each meeting, held five years, and offered to the National Archives (Regional council files are destroyed after five years). These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Federal Archives and Records Centers and the NARS Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in the region where individuals serve, have served, or might serve on the Council. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives or to the Assistant Archivist for Educational Programs, the regional commissioners or the directors of Federal archives and records centers depending on the location of the Council with which the individual has been associated. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and if applicable, dates of service. For personal visits the individual should be able to provide some acceptable identification, such as driver's license, employee identification card, etc. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Former, current, and prospective Council members, associates of Council members, and employees of the National Archives.

GSA/NARS 5 (23-00-0050)

System name: Conference and related activities files, GSA/NARS

System location: The system is located in the National Archives Building, the Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, the Federal archives andrecords centers, and NARS regional headquarters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Participants or potential participants in symposia, conferences, lectures, etc.

Categories of records in the system: Biographical information about individuals involved in these activities including the individual0s name, address, telephone number, area of expertise, research interest, occupation, education, and publications. The records are used by officers and employees of GSA who have a need for the records in the performance of their duties in the various archival programs indicated above; to provide a record of previous activities; to promote the use of archival materials; to provide mailing lists; to facilitate publication of the activity's proceedings; and to register persons attending the activity.

Authority for maintenance of the system: 44 U.S.C. 2105

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off after the event, held for one year, and destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Presidential Libraries, the Directors of Federal Records Centers, and the Regional Commissioners. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location which sponsored the activity which the individual attended or in which he particpated. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Educational Programs, the directors of Presidential libraries, the directors of Federal records centers or the regional commissioners. In person requests may be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the dates of the activity. For personal visits the individual should be able to provide some acceptable identification such as a driver's license or an employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Participants, attendees, and employees of the National Archives.

GSA/NARS 6 (23-00-0051)

System name: Mailing list files, GSA/NARS

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, Federal archives and records centers and NARS regional headquarters offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers, tourists, government officials, professional colleagues, professionals in related fields, such as librarians, teachers, associates of the National Archives, and others with an interest in National Archives activities.

Categories of records in the system: Mailing lists include primarily the individual's name and address. Some lists also include telephone number, title, occupation, institutional affiliation and in the case of the associates, type of membership. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties, to address newsletters, announcements, programs, and material about special events; to bill researchers for reproduction orders; and to mail press releases and other information.

Authority for maintenance of the system: 44 U.S.C. 2105, 2108, 2307, 2902, and 2904.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Where the proposed use is compatible with the purpose for which the mailing list was compiled, copies of the lists are occasionally provided to archival, historical, and records management associations whose purposes relate to the programs and aims of the National Archives and Records Service.

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

Storage: Paper records in card files, index cards, address plates, magnetic cards, punch cards, cassettes, magnetic tape.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Lists are reviewed annually, and updated. Outdated information is purged. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs and the Assistant Archivist for Records Management, all located in the National Archives Building. Other officials are the Directors of the Presidential Libraries, the Directors of Federal Records Centers, Directors of Federal Archives and Records Centers, and the NARS Regional Commissioners. The addresses for these locations are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate location in which the individual has expressed an interest or in which he has a potential interest. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Presidential Libraries, the Assistant Archivist for Educational Programs, the Assistant Archivist for Records Management, the directors of the Presidential libraries, the directors of the Federal records centers, directors of Federal archives and records centers, or the regional commissioners depending on which archives activity the individual expressed an interest in. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, and telephone number, and the approximate date of communication with the repository. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records, for contesting the contents, and for appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Individuals expressing an interest in archives activities and NARS employees.

GSA/NARS 7 (23-00-0052)

System name: Mandatory review of classified documents/request files, GSA/NARS

System location: The system is located in the National Archives Building, Presidential libraries; Washington National Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers requesting mandatory review of security classified documents.

Categories of records in the system: Applications requesting mandatory review of classified documents including requestor's name, address, telephone number, occupation, employer, and research topic. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties to record requests for access to security-classified records; to record status of each mandatory review request; to assist in preparation of monthly reports on mandatory declassification review requests; and to record action taken on requests.

Authority for maintenance of the system: Executive Order 11652, June 1, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held one year, and retired. After 14 additional years they are destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have requested mandatory review of classified records. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, directors of Federal archives and records centers, and the directors of the Federal records centers, depending on where the individual requested the mandatory review. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the approximate dates research was conducted. For personal visits the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records; for contesting the contents, and for appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers who have requested mandatory review of records.

GSA/NARS 8 (23-00-0053)

System name: Restricted and classified records/access authorization files, GSA/NARS.

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records Center, National Personnel Records Center, Federal records centers, and Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Researchers who apply to use agency-restricted or classified records in the National Archives, Presidential libraries, and records centers.

Categories of records in the system: Applications and letters of authorization to use restricted/ classified records, including name, address, telephone number, occupation, employer, security clearance, social security number, date and place of birth, purpose, field of interest, citizenship, intention to publish, and type of publication. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties to control access to restricted materials; to maintain a record of requests for access; and to authorize access to restricted/ classified matter.

Authority for maintenance of the system: 44 U.S.C. 2104.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include disclosing records to officials of the agencies whose records are restricted as well as the routine uses described in the appendix following the GSA notices.

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

Storage: Paper records in card files and file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records relating to private individuals requesting access are cut off annually, held one year, and retired. After 14 additional years they are destroyed. Records relating to agency officials requesting access are destroyed on supersession or obsolescence of the authorization document, or on transfer or separation of the individual concerned. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW Washington, DC, 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives at the National Archives Building, the Directors of the Presidential Libraries, the Directors of the Federal Archives and Records Centers, and the Directors of Federal Records Centers at the addresses listed for these locations in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have applied for access to records. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the directors of the Presidential libraries, directors of Federal archives and records centers, or the directors of the Federal records centers, depending on where the individual submitted his application for access to the records. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the approximate dates the application was made. For personal visits the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Researchers and agency officials.

GSA/NARS 9 (23-00-0054)

System name: Authors files, GSA/NARS.

System location: The system is located in the National Archives Building, the Presidential libraries, and the Federal archives and records centers. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Authors whose publications are based on National Archives holdings, and authors who have submitted manuscripts which have been published or considered for publication in Prologue: The Journal of the National Archives.

Categories of records in the system: Biographical information about the authors including such information as name, address, telephone number, occupation, education, and research interests, and manuscript copies of writings. Records are used by officers and employees of GSA who have a need for the records in the performance of their duties to provide an indication of specific areas of interest in archival holdings and the extent to which the scholarly community relies on National Archives holdings as primary source material; and to maintain a record of manuscripts which Prologue has rejected, or accepted and published.

Authority for maintenance of the system: 44 U.S.C. 2307.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) are described in the appendix following the GSA notices.

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

Storage: Paper records in card files or file folders.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are cut off annually, held two years, and retired. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue, NW, Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Assistant Archivist for the National Archives and the Assistant Archivist for Educational Programs at the National Archives Building, the Directors of the Presidential Libraries, and the Directors of the Federal Archives and Records Centers. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individuals have used records or submitted manuscripts for publication. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals to access records should be addressed to the Assistant Archivist for the National Archives, the Assistant Archivist for Educational Programs, the directors of the Presidential libraries, or the directors of Federal archives and records centers. In person requests may also be made during normal business hours listed for each location in the appendix, following Notice GSA/NARS 10. For written requests, the individual should provide full name, address, telephone number, and the title of his publication. For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or an employee identification card. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records, for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Authors and National Archives employees.

GSA/NARS 10 (23-00-0055)

System name: Employee related files, GSA/NARS.

System location: The system is located in the National Archives Building, Presidential libraries, Washington National Records

Center, National Personnel Records Center, Federal records centers, Federal archives and records centers, and NARS regional headquarters' offices. The addresses are listed in the appendix, following Notice GSA/NARS 10.

Categories of individuals covered by the system: Employees, former employees, and volunteer and uncompensated workers of the National Archives and Records Service and relatives of employees of the National Personnel Records Center.

Categories of records in the system: Documents accumulated by operating officials in administering personnel matters for or about employees, including but not limited to, name, home address, telephone number, work location and telephone number, social security number, date of birth, date of entry on duty, salary, grade, promotions, within grade increases, age, education, experience, biographical data, military service data, attendance,tardiness, issuance of passes and keys, work assignments, performance, work measurement, counseling, disciplinary actions, adverse actions, conduct, promotion evaluations, equal employment opportunity, labor relations, grievances, alcoholism, security clearances, letters of reference, and pictures. Documents accumulated by operating officials in administering personnel matters for or about volunteer and uncompensated workers, including but not limited to, name, home address, telephone number, work location and telephone number, social security number, date of birth, dates of service, age, education, experience, biographical data, attendance, tardiness, issuance of passes and keys, work assignments, performance, conduct, security clearances, letters of reference, and pictures. Documents which include military service data on employees of the National Personnel Records Center and their relatives accumulated by operating officials in administering the records security program at the Center. Records are primarily used by officers and employees of GSA who have a need for the records in the performance of their duties to monitor and document personnel actions; determine qualifications for promotion, related positions, and specific work assignments; for the convenience of the NARS Personnel Branch and supervisors in overseeing employee activities; to evaluate and rate performance of employees; to document disciplinary actions; to monitor grievance proceedings and EEO complaints; to prepare for adverse actions; to prepare statistical reports to measure overall performance and productivity of all employees; to conduct counseling sessions; to prepare EEO reports; to prepare staffing patterns and determine manpower requirements; to administer the use of voluntary and uncompensated personal services in NARS facilities; to administer the records security program at the National Personnel Records Center; and for use as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: 5 U.S.C., Part III.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of records as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3) include disclosing information to other agencies about employees seeking new employment and releasing biographical sketches about employees to other agencies when an employee activity is being publicized as well as the routine uses described in 41 FR 38114. Additionally, U.S. Army military service data relating to National Personnel Records Center (St. Louis) employees and their relatives may be disclosed to United States Army Reserve Components Personnel and Administration Center officials when required for the operation of their record security program.

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

Storage: Paper records in card files and file folders, magnetic tape, and disks.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of NARS.

Retention and disposal: Records are reviewed annually, documents are updated, and irrelevant documents destroyed. Records are retained until employees are separated, then destroyed. These procedures are in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The agency official with overall responsibility for the system of records is the Archivist of the United States, National Archives Building, Eighth and Pennsylvania Avenue NW., Washington, DC 20408. Officials responsible for the geographically dispersed system of records are the Chief, NARS Personnel Branch, at the National Archives Building or supervisors of the employees, former employees, or volunteers at all locations. The addresses are listed in the appendix following Notice GSA/NARS 10.

Notification procedure: Individuals included in this system of records may obtain information from their current supervisor or from the chief, NARS Personnel Branch, at the appropriate address listed in the appendix, following Notice GSA/NARS 10.

Record access procedures: Requests from individuals included in this system of records should be directed to their current supervisor or to the Chief, NARS Personnel Branch at the appropriate address listed in the appendix following Notice GSA/NARS 10. Individuals making written requests should provide full name, address, and telephone number, and approximate dates and places of employment or service. For personal visits individuals should provide some acceptable form of identification such as a driver's license. Only general inquiries may be made by telephone.

Contesting record procedures: GSA/NARS rules for access to records and for contesting the contents and appealing initial determinations are found in 41 CFR 105-64.

Record source categories: Employees, volunteers, and supervisors.

Appendix

GSA/NARS addresses of locations, telephone numbers, and business hours

National Archives Building
Eighth and Pennsylvania Avenue, NW.
Washington, DC 20408
Telephone (202) 655-4000
Hours: 8:45 a.m. to 5:15 p.m.
(Monday through Friday)

Presidential Libraries

Herbert Hoover Library
South Downey Street
West Branch, IA 52358
Telephone (319) 643-5301
Hours: 900 a.m. to 5:00 p.m.
(Monday through Friday)

Franklin D. Roosevelt Library
Albany Post Road
Hyde Park, NY 12538
Telephone (914) 229-8114
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Harry S. Truman Library
Highway 24 at Delaware Street
Independence, MO 64050
Telephone (816) 833-1400
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Dwight D. Eisenhower Library
South East Fourth Street
Abilene, KS 67410
Telephone (913) 263-4751
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

John F. Kennedy Library
380 Trapelo Road
Waltham, MA 02154
Telephone (617) 223-7250
Hours: 8:30 a.m. to 5:00 p.m.
(Monday through Friday)

Lyndon B. Johnson Library
2313 Red River
Austin, TX 78705
Telephone (512) 397-5137
Hours: 9:00 a.m. to 5:00 p.m.
(Monday through Friday)

Washington National Records Center
4205 Suitland Road
Suitland, MD--MAILING address:
General Services Administration
Washington National Records Center
Washington, DC 20409
Telephone (301) 763-7000
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

National Personnel Records Center

(Military Personnel Records)
9700 Page Boulevard
St. Louis, MO 63132
Telephone (314) 268-7246
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

(Civilian Personnel Records)
111 Winnebago Street
St. Louis, MO 63118
Telephone (314) 425-5722
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

Federal Records Centers

Naval Supply Depot
Building 308
Mechanicsburg, PA 17055
Telephone (717) 766-8511
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

2400 West Dorothy Lane
Dayton, OH 45439
Telephone (513) 225-2878
Hours: 7:30 a.m. to 4:00 p.m.
(Monday through Friday)

Federal Archives and Records Centers

380 Trapelo Road
Waltham, MA 02154
Telephone (617) 223-2657
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

Military Ocean Terminal
Building 22
Bayonne, NJ 07002
Telephone (201) 645-6455
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

5000 Wissahickon Avenue
Philadelphia, PA 19144
Telephone (215) 951-5588
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

1557 St. Joseph Avenue
East Point, GA 30344
Telephone (404) 763-7476
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

7358 South Pulaski Road
Chicago, IL 60629
Telephone (312) 353-0164
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

2306 East Bannister Road
Kansas City, MO 64131
Telephone (816) 926-7271
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

4900 Hemphill Street
Fort Worth, TX 76115
Telephone (817) 334-5515
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

Building 48
Denver Federal Center
Denver, CO 80225
Telephone (303) 234-5271
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

1000 Commodore Drive
San Bruno, CA 94066
Telephone (415) 876-9003
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

24000 Avila Road
Laguna Niguel, CA 92677
Telephone (714) 831-4220
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

6125 Sand Point Way
Seattle, WA 98115
Telephone (206) 442-4502
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

National Archives and Records Service--Regional Offices

General Services Administration
26 Federal Plaza
New york, NY 10007
Telephone (212) 264-3514
Hours: 8:15 a.m. to 4:45 p.m.
(Monday through Friday)

General Services Administration
Room 7016, 7th and D Streets, SW.
Washington, DC 20407
Telephone (202) 472-1223
Hours: 8:15 a.m. to 4:45 p.m.
(Monday through Friday)

General Services Administration
1776 Peachtree Street, NW.
Atlanta, GA 30309
Telephone (404) 881-3681
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

General Services Administration
819 Taylor Street
Fort Worth, TX 76102
Telephone (817) 334-2759
Hours: 7:45 a.m. to 4:15 p.m.
(Monday through Friday)

General Services Administration
525 Market Street
San Francisco, CA 94105
Telephone (415) 556-2782
Hours: 8:00 a.m. to 4:30 p.m.
(Monday through Friday)

GSA/FPA 2 (23-00-0057)

System name: Distribution Lists, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Those who have requested to be put on distribution lists for GSA Federal Preparedness Agency publications, technical memoranda, and related communications.

Categories of records in the system: Name, address, telephone number for the purpose of in-house agency official use in distributing agency publications and communications among employees, associates, and other interested parties.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 522a (a) (7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; hardware and software computer security measures ; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of individual interest. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 3 (23-00-0058)

System name: Emergency Assignment System, GSA/FPA

System location: Records are maintained at the Federal Preparedness Agency, General Services Administration, Washington, DC 20405

Categories of individuals covered by the system: GSA/FPA Western Virginia Operations Office emergency assignees.

Categories of records in the system: Personnel data, skills inventory, assignment information, and other related information for the purpose of in-house agency official use, based upon a need-to-know requirement, to assist officials charged with emergency responsibilities in the assignment and coordination of activities in the Western Virginia Operations Office of the Conflict Preparedness Office.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, personal characteristic, or skills.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room and in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of assignment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Western Virginia Operations Office, Federal Preparedness Agency (EGW), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual emergency assignee should include his name and employing agency in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 4 (23-00-0059)

System name: Employee Directories, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: GSA Federal Preparedness Agency employees.

Categories of records in the system: Name, office and home addresses and telephone numbers for the purpose of providing an employee locator service for in-house agency use.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: MTST mag-tape, paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; tapes and paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 5 (23-00-0060)

System name: National Defense Executive Reserve System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Applicants for and incumbents of NDER assignments.

Categories of records in the system: Personnel and administrative records, skills inventory, training data, and other related records necessary to coordinate and administer the NDER program.

Authority for maintenance of the system: Defense Production Act, 1950; Executive Order 11179, September 22, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the purpose of administering the NDER program, agency officials and officials of participating departments and agencies may obtain from the NDER Coordinator data relevant to reservists assigned to their units. Periodically, a directory (containing name, title, business name and address, NDER unit, and status-- emeritus or active) will be distributed to reservists and to NDER units. Additional routine uses are contained in the appendix following the GSA notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, personnel data, skills, or agency.

Safeguards: Personnel screening; hardware and software computer security measures ; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of application or assignment Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: NDER Coordinator, Federal Preparedness Agency (EGG), General Services Administration, Washington, DC 20405

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 6 (23-00-0061)

System name: Office-level Employee Records, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 74106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: GSA Federal Preparedness Agency employees.

Categories of records in the system: In-house agency official use of the following records, based upon a need-to-know requirement, is for the purpose of administering personnel and financial activities at the supervisory and administrative office level.

Official employee records: general personnel and financial information maintained at the supervisory level or administrative office level relating to compensation, training, employment, employee and labor relations, office personnel files, general employment inquiries, application files, etc. These records are described in detail in the Notices for official agency-wide employee-related systems published by the General Services Administration. These records include, among other data, training and travel records, applications, suggestions, position descriptions, request for and notification of personnel action, employee performance ratings and promotion appraisals, time and attendance records. System contains copies of Civil Service Commission and General Services Administration personnel and financial forms and reports, including, among others, outputs of the automated GSA Manpower and Payroll Statistics System, parking permit record, property pass, U.S. savings bond authorization, application for leave, employee record, employee appraisal, payroll change slip, notice of injury or occupational disease, claim for reimbursement for expenditures on official business, statement of earnings, promotion appraisal, receipt for property, employment cost and distribution, program budget administration, accounting distribution, employment staffing reports, budget reports, overtime work, employee changes input, travel authorizations, application and accounts for advance of funds, comprehensive payroll.

Unofficial personnel records: employee-related records maintained at the supervisory level or administrative office level including, but not limited to, personnel card files, annotated records, work assignments, work management records, performance measurements, counseling, labor relations, vacation schedules, etc.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962. NOTE: Detailed references to authority for official employee records maintained at the supervisory level or administrative office level appear in the Notices for official agency-wide employee-related systems published by the General Services Administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information is disclosed to persons outside the agency, upon request of individual employees, for purposes of verifying employment and salary, of preparing letters of reference, of making travel and training arrangements, etc. Other Routine Uses are contained in the appendix following the GSA Notices and in the GSA Notices of official agency-wide employee-related systems.

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

Storage: Mag-tape, drum, disc, and paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Personnel officer, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: An individual employee seeking to determine whether this system of records contains information about him should address his inquiry to the appropriate agency supervisor, administrative officer, and personnel official, Federal Preparedness Agency, General Services Administration, Washington, DC 20405. An inquiry should include the individual's name, date of birth, and Social Security Number in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Official personnel records, GSA Personnel and Finance Offices, supervisors, letters of reference or commendation furnished by agency officials or others outside the agency, educational information supplied by colleges and universities, the individual to whom the record pertains. An additional description of sources of official employee records can be found in the Notices for official agency-wide employee-related systems published by the General Services Administration.

GSA/FPA 11 (23-00-0066)

System name: Resource Interruption Monitoring System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New york, NY 10007

Region 3

William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: Individuals reporting or commenting on resource shortages during national emergencies--private citizens; industry experts; business, labor, and government leaders.

Categories of records in the system: Name, address, telephone number, statements about resource problems, and other related information necessary to monitor resource interruptions. For the purpose of assessing the status of resources (supply shortages or problems of maldistribution) which poses a threat to the health and welfare of communities or to the economy or security of the Nation when normal market mechanisms appear inadequate, agency analysts summarize reports for comparison to economic norms or for highlighting problems in an industry or in a geographic area. In-house agency use is also made of the computerized communication and conferencing components of the system for the purpose of carrying on conferences and discussions, for processing weekly activity reports, and for transmitting other related communications among the offices of FPA.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Individual applications for assistance may be referred for response to another agency with emergency responsibilities. Information may be provided to Federal, State, and local officials with emergency responsibilities and to selected industries for purpose of coordinating actions taken to alleviate the crisis situation; to Congressional inquiries; to news media. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name, problem resource, geographic area, phrase in text.

Safeguards: Personnel screening; hardware and software computer security measures; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of resource problem. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Manager, Resource Interruption Monitoring System, Federal Preparedness Agency (EFC), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry should include the individual's name and address in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual applications for assistance in locating alternate supplies; news media reports; notifications by individual correspondence or phone, from Congress, by original staff reports or reports from other agencies.

GSA/FPA 12 (23-00-0067)

System name: Security Management System, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration.

Central Office
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
New Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9 525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: GSA Federal Preparedness Agency employees.

Categories of records in the system: Security records for the purpose of in-house agency official use, based upon a need-to-know requirement, in maintaining office security for sensitive data and facilities. These records include: statement of personal history (SF-86); personal data (e.g., name, address, telephone number) contained on security clearance forms, rosters, lists, and forms for record container combinations; and other related records. Records do not contain investigatory material.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: An employee's level of security clearance may be reported at his request to another agency

for the purpose of inter-agency security administration. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Paper.

Retrievability: Records are indexed by name.

Safeguards: Personnel screening; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access.

Retention and disposal: Retention of records shall be for duration of employment. Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency (EE), General Services Administration, Washington, DC 20405.

Notification procedure: Same as above. An inquiry from an individual employee need include only his name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/FPA 13 (23-00-0101)

System name: Interagency Directories, GSA/FPA

System location: Records are maintained at the following offices of the Federal Preparedness Agency, General Services Administration:

Central Office
General Services Building
18th and F Streets, NW.
Washington, DC 20405

Region 1
805 John W. McCormack Post Office and Courthouse
Boston, MA 02109

Region 2
26 Federal Plaza, Room 2836
New York, NY 10007

Region 3
William J. Green, Jr. Federal Building
600 Arch Street, Room 7248
Philadelphia, PA 19106

Region 4
1776 Peachtree Street, NW
Atlanta, GA 30309

Region 5
Federal Building, Room 3714
230 South Dearborn Street
Chicago, IL 60604

Region 6
811 Grand Avenue, Room 132
Kansas City, MO 64106

Region 7
Federal Building, Room 7C52
1100 Commerce Street
Dallas, TX 75242

Region 8
Building No. 41, Denver Federal Center
Denver, CO 80225

Region 9
525 Market Street
San Francisco, CA 94105

Region 10
Room 686, Federal Building
915 2nd Avenue
Seattle, WA 98174

Categories of individuals covered by the system: GSA Federal Preparedness Agency employees and employees of other federal, state, and local agencies with related responsibilities; e.g., members of the Regional Preparedness Committee, the Interagency Emergency Preparedness Committee, and the Regional Field Board as well as Emergency Coordinators, Emergency Preparedness Directors, and State Civil Defense Directors.

Categories of records in the system: Name, office and home addresses and telephone numbers, and level of security clearance for the purpose of providing a locator service and a means of distributing publications and communications for in-house agency use and for the use of member agencies.

Authority for maintenance of the system: Executive Order 11051, September 27, 1962.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: For the purpose of providing a locator service and a means of distributing publications and communications, interagency directories will be distributed to federal, regional, and state interagency committee members and to the agencies which they represent; e.g., State Emergency Planning Directors, holders of the FPA 'Emergency Planning Reference Package for Regional Federal Governments' and 'Central Office Emergency Readiness Instructions,' and the White House Communications Agency. Additional Routine Uses are contained in the appendix following the GSA Notices.

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

Storage: Mag-tape, drum, disc, paper.

Retrievability: Records are indexed by name and agency.

Safeguards: Personnel screening, hardware and software computer security measures; paper records in a locked container and/or room or in a facility guarded to prevent unauthorized access; individuals apprised of responsibility to provide equivalent safeguards for directories kept in their possession.

Retention and disposal: Retention of records shall be for duration of individual membership in interagency organization. Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, Federal Preparedness Agency; General Services Administration (EE), Washington, DC 20405.

Notification procedure: Same as above. An inquiry should include the individual's name and address and the directory name in order to ascertain whether the system contains a record about him.

Record access procedures: Same as above.

Contesting record procedures: GSA rules for access to records, for contesting the contents, and for appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individual to whom the record pertains.

GSA/REGADM 2 (23-00-0069)

System name: Employee related files.

System location: The system is located in the following Regional Administrators offices.

GSA Region 1
Office of the Regional Administrator (1A)
John W. McCormack Post Office and Courthouse
Boston, MA 02109

GSA Region 2
Office of the Regional Administrator (2A)
26 Federal Plaza
New York, NY 10007

GSA Region 3
Office of the Regional Administrator (3A)
7th and D Streets, SW.
Washington, D.C. 20407

Office of the Assistant Regional Administrator (3AT)

600 Arch Street, Federal Building Philadelphia, PA 19106

Office of Business Affairs (3AV)
7th & D Streets, SW., Room 1050 Washington, DC 20407

Business Service Center (3AVB-P)
600 Arch Street, Federal Building Philadelphia, PA 19106

Federal Information Center
600 Arch Street, Federal Building
Philadephia, PA 19106

Federal Information Center
Lobby, Federal Building
31 Hopkins Plaza
Baltimore, MD 21201

Federal Information Center
Lobby, Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222

Federal Information Center
7th & D Streets, SW., Room 5716
Washington, DC 20407

Federal Information Center
3661 Virginia Beach Blvd.
Norfolk, VA 23502

GSA Region 4
Office of the Regional Administrator (4A)
1776 Peachtree Street, NW.
Atlanta, GA 30309

GSA Region 6
Office of the Regional Administrator (6A)
1500 East Bannister Road
Kansas City, MO 64131

GSA Region 7
Office of the Regional Administrator (7A)
819 Taylor Street
Fort Worth, TX 76102

Business Service Centers:
Fort Worth, TX (7AV)
Houston, TX (7AVB-H)

Federal Information Centers:
Fort Worth, TX (7AVF-F)
Houston, TX (7AVF-H)
Oklahoma City, OK (7AVF-O)
New Orleans, LA (7AVF-N)
Albuquergue, NM (7AVF-Q)

GSA Region 8
Office of the Regional Administrator (8A)
Building 41, Denver Federal Center
Denver, CO 80225

GSA Region 9
Office of the Regional Administrator (9A)
525 Market Street
San Francisco, CA 94105

GSA Region 10
Office of the Regional Administrator (10a)
GSA Center
Auburn, WA 98002

Categories of individuals covered by the system: Individuals include employees in the offices of the Regional Administrators.

Categories of records in the system: Records consist of documents accumulated by operating officials in administering personnel matters for or about employees, which may include but are not limited to names, home addresses, home phones, grades, salaries, job titles, personnel evaluations, performance appraisals, correspondence regarding promotions and work assignments, accident reports of lost time, reports of extended details, duty rosters, fitness for duty, training records, military service separation and training records, manpower reports, adverse action documents, personal qualification and data statements, employee record cards, position description and related information, professional registration information, equal employment opportunity records, time and attendance, payroll documents, merit promotion and related documents, use of government-owned vehicles and related information, designation of authorized representatives, security clearances and related information, personnel tickle lists, staffing data, carpool rosters, campaigns, budget, health benefits, travel data, credential data, work measurement records, record of personnel actions and other general correspondence relating to an employee. These records are used to monitor and document personnel actions, determine eligibility for promotion, and work assignment; for the convenience of supervisors in overseeing employee activities; to evaluate perfomance; document disciplinary action; monitor grievance proceedings and complaints; provide reference to other agencies when seeking employment elsewhere; and as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: Title 5, U.S.C. Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders and card files.

Retrievability: Filed alphabetically by name.

Safeguards: Access limited to official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The officials responsible for the system of records are the Regional Administrators at the addresses listed above.

Notification procedure: Information may be obtained from the Regional Administrators at the addresses listed above.

Record access procedures: Requests to access records may be directed to the Regional Administrators, at the addresses listed above, in accordance with the GSA rules as promulgated in 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA Rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: Agency personnel and payroll records, and the individuals themselves.

GSA/REGADM 3 (23-00-0070)

System name: Biographical sketches

System location: This system is located in the offices of the Regional Administrators at the addresses listed below:

GSA Region 4
Office of the Regional Administrator (4A)
1776 Peachtree Street, NW.
Atlanta, GA 30309

GSA Region 6
Office of the Regional Administrator (6A)
1500 East Bannister Road
Kansas City, MO 64131

GSA Region 7
Fort Worth Business Service Center (7AV)
819 Taylor Street
Fort Worth, TX 76102

GSA Region 8
Office of the Regional Administrator (8A)
Building 41, Denver Federal Center
Denver, CO 80225

GSA Region 9
Office of the Regional Administrator (9A)

525 Market Street
San Francisco, CA 94105

GSA Region 10
Office of the Regional Administrator (10a)
GSA Center
Auburn, WA 98002

Categories of individuals covered by the system: Individuals include GSA and other Federal government officials.

Categories of records in the system: Records consist of biographical sketches of GSA and other Federal government officials. Records are used by the Regional Administrator and his staff for the purpose of preparing introductions for GSA and other Federal government officials, for speeches and public relations.

Authority for maintenance of the system: Title 5, U.S.C. Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name.

Safeguards: Restricted to official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The officials responsible for the system of records are the Regional Administrators at the addresses listed above.

Notification procedure: Information may be obtained from the Regional Administrators at the addresses listed above.

Record access procedures: Requests to access records may be directed to the office of the Regional Administrator, at the address listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: Public information, the individuals themselves, or news releases.

GSA/REGADM 4 (23-00-0071)

System name: Official Correspondence Files.

System location: The system is located in the offices of the Regional Administrators listed below:

GSA Region 4
Office of the Regional Administrator (4A)
1776 Peachtree Street, NW.
Atlanta, GA 30309

GSA Region 6
Office of the Regional Administrator (6A)
1500 East Bannister Road
Kansas City, MO 64131

GSA Region 7
Management Services Division (7BR)
819 Taylor Street
Fort Worth, TX 76102

GSA Region 9
Office of the Regional Administrator (9A)
525 Market Street
San Francisco, CA 94105

Categories of individuals covered by the system: Individuals include those corresponding with the Regional Administrators regarding savings bond campaigns, employees receiving letters of appreciation and commendation. Members of Congress. Mayors, and their staffs, and other individuals.

Categories of records in the system: Records consist of incoming correspondence, background material, and outgoing correspondence to individuals described in the system. The system is used as a record of correspondence received by the offices of the Regional Administrators and as a reference in preparing and replying to immediate and future correspondence.

Authority for maintenance of the system: Title 5, U.S.C. Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper records in file folders.

Retrievability: Filed alphabetically by name of the individual or firm.

Safeguards: Access limited to Regional Administrator and staff for official use only on a need to know basis.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The officials responsible for the system of records are the Regional Administrators at the addresses listed above.

Notification procedure: Information may be obtained from the Regional Administrators at the addresses listed above.

Record access procedures: Requests to access records may be directed to the offices of the Regional Administrators, at the addresess listed above, in accordance with the GSA rules as promulgated in 41CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records and appealing initial determinations are promulgated in 41CFR 105-64, published in the Federal Register.

Record source categories: The actual correspondence and agency records.

GSA/REGADM 6 (23-00-0102)

System name: Council of Governments Carpool System, GSA/Region 3.

System location: Public Buildings Service (3P), GSA Regional Office Building, 7th & D Sts. SW., Washington, DC 20407.

Categories of individuals covered by the system: Federal employees in the Washington, DC metropolitan area who voluntarily participate in the system.

Categories of records in the system: Carpool applications which include the name, home address, and business address of the person interested in joining a carpool; individual lists which include names and business information; and master lists which include all the information solicited.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended; and Air Pollution Prevention and Control Act,42 U.S.C., Chap. 15B.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Employee applications are collected by Federal agencies and transferred without processing to GSA. GSA transfers the applications without processing to COG. COG transcribes the data on the applications to machine-readable form for computer processing. Computerized individual lists and master lists are prepared showing compatible carpool participants. The individual lists are sent from COG, through GSA, to employer agencies for distribution to the participating employees. The master lists are retained by COG and GSA. Additional routine uses are contained in the appendix following the GSA notices.

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

Storage: Carpool applications are on paper forms. Individual and master carpool lists are computer printouts.

Retrievability: Individual printouts are by name. Master lists are organized alphabetically by name and by location of home address.

Safeguards: Applications are stored in lockable files pending transfer to COG. Master lists are filed in lockable files.

Retention and disposal: Applications are transferred to COG promptly upon receipt and destroyed upon transcription to machine storage. Master lists are destroyed upon receipt of updated lists.

System manager(s) and address: The official responsible for the system is the Regional Commissioner, Public Buildings Service (3P), GSA Regional Office Building, 7th & D Sts. SW., Washington, DC 20407.

Notification procedure: Information may be obtained from the Office of the Regional Commissioner, PBS, at the address listed above.

Record access procedures: Requests to access records may be directed to the Office of the Regional Commissioner, PBS, at the address listed above, in accordance with the GSA rules as promulgated in 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for contesting the contents of a system of records and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Federal employees who desire to avail themselves of the benefits of the COG carpool matching program.

GSA/PBS 1 (23-00-0073)

System name: Employee Related Files, GSA/PBS

System location: This system is located in Public Buildings Service at addresses of each location listed in the appendix following Notice GSA/PBS 3.

Categories of individuals covered by the system: PBS Central Office, other Central Office employee files as necessary, and Regional employee files that are kept on employees in their respective offices.

Categories of records in the system: General personnel information, including but not limited to; name, home address, home telephone number, work location and telephone number, SSN, DOB, dates of service, salary, grade, within grade increases crafts position title, promotions, age, education, work experience, biographical material, tardiness, grievances, executive justification, EEO Counselors, press inquiries, appraisal register (staff), work measurement time, attendance records, special handling of checks/bonds service and reimbursement agreement, report of absence, employee clearance sheet, request for personnel action and insurance, physical fitness reports, statement of personal history, retirement information, health benefit information, work assignments, notice of inquiry or occupational disease, property pass individual record of emergency data, employee parking permit application and related information, motor vehicle operators identification card (SF 46), payroll change slips, organizational roster, alcholisms, letters of reference and pictures, career plans, health & sick leave certificates, papers relating to accidents, dis- ability information, position sensitivity, fingerprint chart, work assignment and orientation schedules. These records are used to monitor and document personnel actions, determine eligibility for promotion, and work assignment; for the convenience of supervisors in overseeing employee activities; to evaluate performance; document disciplinary action; monitor grievance proceeding and EEO complaints, provide reference to other agencies when seeking employment elsewhere; use as a general management tool to oversee personnel administration of the organization.

Authority for maintenance of the system: Title 5, U.S.C. general.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a) (7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA notices.

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

Storage: Paper records in file folders and card files; magnetic tapes; and printouts.

Retrievability: Filed alphabetically by name at each location.

Safeguards: Information released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system of records is the Commissioner, Public Buildings Service, Washington, DC 20405.

Notification procedure: Information may be obtained from the officials cited above at the appropriate repository where individual have records. If not known, general inquiries should be made to the Commissioner, Public Buildings Service. The addresses of all locations are listed in the appendix following Notice GSA/PBS 3.

Record access procedures: Same as above. GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to Systems of Records contesting the contents of a System of Record and appealing initial determinations are promulgated 41 CFR 105-64, published in the Federal Register.

Record source categories: Agency officials, individuals and personnel from finance and personnel.

GSA/PBS 3 (23-00-0075)

System name: Incident Reporting System - GSA/PBS

Security classification: Unclassified to Top Secret

System location: The systems are located at each FPS Operations Office, each Regional office; and Central Office. (See addresses of each location listed in the appendix following Notice GSA/PBS 3.)

Categories of individuals covered by the system: Category of Individuals: These files include the following:

a. Identification of individuals who were the source of 1) the initial complaint, or 2) an allegation that a crime has taken place.

b. Identification of witnesses having information or evidence relating to any side of an investigation;

c. Identification of possible and actual suspects in the criminal situation that is subject of investigation;

d. Identification material developed on subjects of investigation, both those whose identity is known and those who are unknown;

e. Identification on sources of information. Identification on sources of evidence. The identity of these individuals may be confidential as well as the subject matter they contribute. These files contain information vital to the outcome of administrative procedures, civil and criminal cases. Much of this information is subject to the Jencks Act, the FOI Act and the Privacy Act.

Categories of records in the system: Preliminary report of Criminal Investigation Report. From the opening of a case until its close. It may be closed administratively or by final court disposition. These files are used in the enforcement of criminal laws and rules and regulations that provide punitive sanctions. They are used in police efforts to prevent, control or reduce crime and apprehend criminals. Also they are used by prosecutors, the courts, and in connection with correctional, probation, pardon and parole activities. These files are instituted and maintained at varying points in the process. The processes of criminal justice and civil or administrative remedies require their partial or total disclosure.

Authority for maintenance of the system: 40 U.S.C. 318 et seq OFA P 5440.1, CHGE 315

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Routine Uses:

a. To officers and employees of the Federal Protective Service who need their content in the performance of their authorized duties;

b. To the various bureaus and divisions of the Justice Department that have primary jurisdiction in locations and on subject matters that the FPS shares, to some extent, the same jurisdiction;

c. To those subdivisions of the Justice Department that have the responsibility for prosecuting criminal cases and pursuing civil cases arising from authorized activities of the FPS;

d. To the Civil Service Commission for purposes which they are authorized to use the information;

e. Law enforcement agencies which have lawfully participated in an investigation jointly conducted with the FPS, and also those Routine Uses contained in the appendix following the GSA Notices.

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

Storage: Paper, mag tape, index cards.

Retrievability: Manually by name, file number, case number, by incident and location as well as type of incident.

Safeguards: Stored in steel filing cabinets with built in 3 position dial type combination safe lock, in space assigned FPS investigations in various government owned and leased buildings.

Retention and disposal: Disposition of records shall be in accordance with the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for this system of records is:

Assistant Commissioner for Federal Protective
Service Management
General Services Administration
Room 2042, 18th & F Streets, NW
Washington, DC. 20405

Notification procedure: Same as above. Direct inquiries for information from these files to the system manager. Information as how to proceed under the act is set forth in 41 CFR 105-66. If a question of content or a protest of content arises the FPS must so notify recipients of all accounted disclosures; also of all corrections made in the record.

Record access procedures: Same as above. GSA rules for access to systems of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information contained in these record systems is developed through investigation, informants, witnesses, official records, investigative leads, statements, depositions, business records or any other information source available to the Federal Protective Service.

Systems exempted from certain provisions of the act: Disclosure Policies: On a case-by-case after tri-level consideration, the following officials will avail themselves of exemption under the Privacy Act of 1974 with the exception of Subsections (b), (c) (1) and (2), (e) (4) (A) through (F), (e) (6), (7), (9), (10) and (11) and (i), and Section B-7 of the FOI: Regional Director Federal Protective Service Division; Assistant Commissioner, Office of Federal Protective Service Management; and General Counsel. Rules exempting the system are published in the Federal Register.

Regional Office Buildings

Appendix GSA/PBS Addresses of Location

Regional Offices

Region 1
Post Office and Courthouse
Boston, Massachusetts 02109

Region 2
26 Federal Plaza
New York, New York 10007

Region 3
GSA Regional Office Building
7th & D Streets, SW.,
Washington DC 20407

Region 4
1776 Peachtree Street, NW.,
Atlanta, Georgia 30309

Region 5
Federal Building
230 S. Dearborn Street
Chicago, Illinois 60604

Region 6
Federal Building
1500 East Bannister Road
Kansas City, Missouri 64131

Region 7
819 Taylor Street
Fort Worth, Texas 76102

Region 8
Building 41
Denver Federal Center
Denver, Colorado 80225

Region 9
525 Market Street
San Francisco, California 94105

Region 10
GSA Center
Auburn, Washington 98002

Region 1

Field Offices & Addresses

John Fitzgerald Kennedy
Federal Building Field Office
Rm. E131, Government Center
Boston, MA 02203

John W. McCormack
Post Office & Courthouse Field
Office
Rm. 903, Post Office Square
Boston, MA 02109

Area Office & Address

Manchester
Rm. 113, Hoyt Building
497 Silver Street
Manchester, NH 03103

Field Offices & Addresses

Andover
Rm. 111, North Atlantic
Service Center
310 Lowell Street
Andover, MA 01810

Augusta
Rm. 101E, Federal Building &
Post Office
40 Western Avenue
Augusta, ME 04330

Burlington
Rm. 317, Federal Building
11 Elmwood Avenue
Burlington, VT 05401

Concord
Rm. 110, Federal Building, Post
Office & Courthouse
55 Pleasant Street
Concord, NH 03301

Portland
Rm. 117, Courthouse
156 Federal Street
Portland, ME 04111

Area Office & Address

Providence
Rm. 322, Federal Building,
Post Office
Exchange Terrace
Providence, RI 02903

Field Offices & Addresses

Hartford

Rm. 137, Federal Building
450 Main Street
Hartford, CT 06103

Providence
Rm. 318, Federal Building,
Post Office
Exchange Terrace
Providence, RI 02903

Waltham
Bldg. 147, Federal Center
424 Trapelo Road
Waltham, MA 02154

Worcester
Rm. 400, Federal Building,
Courthouse
595 Main Street
Worcester, MA 01608

Region 2

Area Office & Address

Albany
Rm. 929, Federal Building
Clinton Ave. & N. Pearl St.
Albany, NY 12207

Field Offices & Addresses

Albany
Rm. 213, Post Office &
Courthouse
Albany, NY 12201

Plattsburg
Federal Building
Plattsburg, NY 12901

Scotia
Bldg. 12, GSA Scotia Depot
Scotia, NY 12302

Area Office & Address

Brooklyn
Building 245, Mezznine
Raritan Depot
Edison, NJ 08817

Field Offices & Addresses

Airport
Rm. 101, Federal Building
JFK International Airport
Jamaica, NY 11430

Belle Mead
GSA Belle Mead Depot
Belle Mead, NY 08502

Brookhaven
Bldg. 1, IRS Center
1040 Waverly Avenue
Holtsville, NY 11742

Brooklyn
Rm. 327D, Federal Building
and Courthouse
225 Cadman Plaza East
Brooklyn, NY 11201

Field Offices & Addresses

Newark
Rm. 135, Federal Building
970 Broad Street
Newark, NJ 07102

Trenton
Rm. 207, Post Office and Courthouse
Trenton, NJ 08608

Area Office & Address

Buffalo
Rm. 618, Federal Building
111 W. Huron Street
Buffalo, NY 14202

Field Offices & Addresses

Buffalo
Rm. 30, Federal Building
111 W. Huron Street
Buffalo, NY 14202

Binghamton
Rm. 200, Administration Building
GSA Depot, Hoyt Avenue
Binghamton, NY 13901

Rochester
Rm. 309, Federal Building and
Courthouse
100 State Street
Rochester, NY 14614

Area Office & Address

Manhattan
Rm. 2421
26 Federal Plaza
New York City, NY 10007

Field Offices & Addresses

Battery
Rm. 881
6 World Trade Center
New York City, NY 10048

Federal Plaza
Rm. 309, Federal Building
26 Federal Plaza
New York City, NY 10007

Greater Manhattan
5th Floor
252 - 7th Avenue
New York City, NY 10001

Courthouse

U.S. Courthouse
40 Foley Square, Rm. 104
New York City, NY 10007

Area Office & Address

Puerto Rico
GSA, Po Box 3672
San Juan, PR 00904

Field Office & Address

San Juan
GSA, PO Box 3672
San Juan, PR 00904

Region 3

Area Office & Address

Philadelphia
Rm. 5511, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

E. Philadelphia
Rm. 1211,
Federal Building
600 Arch Street
Philadelphia, PA 19106

W. Philadelphia
5000 Wissahickon Ave.,
Philadelphia, PA 19102

Harrisburg
Rm. 863, Courthouse
and Federal Building
228 Walnut Street
Harrisburg, PA 17101

Pittsburgh
Rm. 2136, Federal Building
1000 Liberty Avenue
Pittsburgh, PA 15222

Wilkes-barre
Rm. 504, Wyoming Valley
Vets. Building
19 N Main Street
Wilkes-barre, PA 18701

Area Office & Address

Richmond
Rm. 5726, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

James River
Federal Building 2
11th and Main Sts.
Richmond, VA 23205

Kanawha
Box 493
Huntington, WV 25709

Norfolk
Rm. 120, Bank of Virginia Building
870 N Military Highway
Norfolk, VA 23502

Parkersburg
Rm. 3321, Federal Building
Juliana & 5th Streets
Parkersburg, WV 26101

Area Office & Address

South
Rm. 5515, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Anacostia
Building 205 NYA
2nd & M Streets, SE
Washington, DC 20407

Central Support
10 P Street, SW
Washington, DC 20407

Forrestal
Rm. 1G-024, Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20407

Agriculture
Rm. 1509, South Agriculture Bldg.
14th & Independence Avenue, SW
Washington, DC 20407

HEW
Rm. 1264, HEW North Building
330 Independence Avenue, SW
Washington, DC 20407

Southwest
1900 Half St. SW.,
Washington, DC 20407

Mall
Rm. 1102, GSA Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Area Office & Address

Suitland
Rm. 1037, Federal Building 3
Suitland, MD 20033

Area Office & Address

White House
Rm. 44, EOB
17th & Pennsylvania Ave, NW
Washington, DC 21056

Field Office & Address

West
Rm. 5653, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

ERDA
Rm. C-075, ERDA
Germantown, MD 20545

Commerce
Rm. 1036, Commerce Building
14th & Constitution Ave, NW
Washington, DC 20231

Lafayette
Rm. 402
1016 16th Street, NW
Washington, DC 20005

Interior
Rm. 1-H-39, Federal Building 9
1900 E Street, Nw
Washington, DC 20415

Rock Creek
Rm. 1000, Gelman Building
2120 L Street, NW
Washington, DC 20407

State
Rm. 1481, State Building
320 21st Street, NW
Washington, DC 20520

Veterans
Rm. 120. Veterans Building
810 Vermont Avenue, NW
Washington, DC 20005

Area Office & Address

Arlington

Rm. 5513, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Alexandria
Rm. 428, Hoffman I
2461 Eisenhower Avenue
Alexandria, VA

Columbia Pike
Rm. 1032, Federal Building 2
Columbia Pike
Arlington, VA 20301

Jefferson Davis
Rm. 946, Crystal Plaza 6
2221 Jefferson Davis Highway
Arlington, VA 22202

McLean
Rm. 1E-12, CIA Building
McLean, VA 20505

Pentagon
Rm. 1A-331, Pentagon Building
Arlington, VA 20301

Rosslyn
Rm. 126, Architect Building
1400 Wilson Boulevard
Arlington, VA 22209

Area Office & Address

Baltimore
Rm. 5726, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

Chesapeake
Rm. 315, Federal Building
31 Hopkins Plaza
Baltimore, MD 21202

Fort Meade
Rm. 9809, NSA Building
Baltimore, MD 21202

West Maryland
Rm. 1G25, Oper. Building.
Baltimore, MD 21202

Woodlawn
1 Rutherford Plaza
7133 Rutherford Road
Baltimore, MD 21207

Heating Operation and Transmission Area
Suite 301, Reporters Bldg.
Washington, DC 20407

District
29th and K Streets NW.
Washington, DC 20407

Steam Distribution
Washington, DC 20407

MD-VA
Pentagon Building
Washington, DC 20407

Technical Suite 301, Reporters Building
Washington, DC 20407

Area Office & Address

North
Rm. 5655, Regional Office
Building
7th & D Streets, SW
Washington, DC 20407

Field Offices & Addresses

GAO
Rm. 1057, GAO Building
441 G Street, NW.
Washington, DC 20407

Hyattsville
Rm. 1010, Presidential Building
6526 Belcrest Road
Hyattsville, MD 20782

Justice
Rm. 1B858, J.E. Hoover Bldg., NW
Washington, DC 20407

Labor
Rm. S-1207
New Labor Building, NW
Washington, DC 20407

Patrick Henry
Rm. 3326, 601 D Street, NW
Washington, DC 20407

Revenue
Rm. 1314, IRS Bldg., NW
Washington, DC 20407

Region 4

Field Office & Address

Atlanta
Federal Building
272 Ivy Street, NE
Atlanta, GA 30308

Area Office & Address

Birmingham
Rm. 1612, 2121 Building
2121 8th Avenue
Birmingham, AL 35203

Field Offices & Addresses

Birmingham
Rm. 243, Federal Building
1800 5th Avenue, N.
Birmingham, AL 35203

Huntsville
Rm. 1E, 1600 Ballistic Missle
Center, PO Box 1367, West Station
Huntsville, AL 35807

Jackson
Rm. 20, Post Office & Courthouse
245 E Capital Street
PO Box 1250
Jackson, MS 39205

Mobile
Rm. 407, Federal Building
Mobile, AL 36602

Montgomery
Rm. 400, Post Office & Courthouse
Corner Church & Lee Street
Montgomery, AL 36104

Tupelo

Rm. 320, Federal Building &
Post Office
500 W. Main, PO Box 711
Tupelo, MS 38801

Area Office & Address

Charlotte
Rm. 413, BSR Building
316 E Morehead Street
Charlotte, NC 28205

Field Offices & Addresses

Asheville
Rm. 77, Federal Building
Battery Park Avenue
Asheville, NC 28801

Charleston
Rm. 621, Federal Building
334 Meeting Street
Charleston, SC 29403

Columbia
Rm. 502D, Federal Building
901 Sumter Street
Columbia, SC 29201

Raleigh
Rm. 520, Federal Building,
Post Office and Courthouse
310 New Bern Avenue
Raleigh, NC 27601

Area Office & Address

Jacksonville
Rm. 448, Federal Building
400 W Bay Street, PO Box 35005
Jacksonville, FL 32202

Field Offices & Addresses

Jacksonville
Rm. 448, Federal Building
400 W Bay Street, PO Box 35005
Jacksonville, FL 32202

Miami
Rm. 1517, Federal Building
51 SW 1st Avenue
Miami, FL 33130

Savannah
Rm. 232, Post Office & Courthouse
Bull and State Street
Savannah, GA 31402

Tampa
Rm. 733, Federal Building
500 Zack Street
Tampa, FL 33602

Thomasville
Rm. 208, Federal Building
PO Box 1355
Broad & Monroe Streets
Thomasville, GA 31792

Area Office & Address

Nashville
Rm. A905, Federal Building
and Courthouse
801 Broadway
Nashville, Tn 37203

Field Offices & Addresses

Covington
Rm. 138, IRS Center
4th & Russell Streets
Covington, KY 41011

Louisville
Rm. 273, Federal Building
600 Federal Place
Louisville, KY 40202

Memphis
Rm. 382, Clifford Davis
Federal Building
167 N Main Street
Memphis, TN 38103

Nashville
Rm. 117, Federal Building
and Courthouse
801 Broadway
Nashville, TN 37203

Oak Ridge
Rm. G-209, Federal Building
Administration Road
PO Box 3474
Oak Ridge, TN 37830

Region 5

Field Offices & Addresses

Courthouse
Rm. 280, Everett Mckinley
Dirksen Building
219 S Dearborn
Chicago, IL 60604

North
Rm. 128, Federal Building and
Railroad Retirement Building
844 N Rush
Chicago, IL 60611

South
Rm. 127, Federal Building
Building A
1819 W Pershing Road
Chicago, IL 60609

Central
Rm. 292, Federal Building
536 S Clark Street
Chicago, IL 60605

Fort Wayne
GSA-FSS-Casad Depot
Building 11
New Haven
Fort Wayne, IN 46774

Hammond
Rm. 412, Federal Building
and Courthouse
507 State Street
Hammond, IN 46302

Indianapolis
Rm. 301, Federal Building
and Courthouse
46 E Ohio Street
Indianapolis, IN

Jeffersonville
Rm. 160, Federal Center
1201 E 10th Street
Jeffersonville, IN 47130

Terre Haute
Rm. 304, Post Office and
Courthouse
30 N 7th Street

Terre Haute, IN 47808

Canton
Rm. 148, Frank T. Bow Federal Buil
201 Cleveland Avenue, SW
Canton, OH 44701

Cincinnati
Rm. 440, Post Office and
Courtehouse
5th Main & Walnut Streets
Cincinnati, OH 44199

Columbus
Rm. 445, Federal Building and
Courthouse
85 Marconi Boulevard
Columbus, OH 43215

Dayton
Rm. 102, Federal Building and
Courthouse
118 W Third Street
Dayton, OH 45402

Toledo
Rm. 1213, Federal Building
234 Summit Street
Toledo, OH 43604

Detroit
Rm. 1016, Federal Building
and Courthouse
231 W Lafayette
Detroit, MI 48226

Grand Rapids
Rm. 180, Federal Building
and Courthouse
110 Michigan Street, NW
Grand Rapids, MI 49502

Battle Creek
Rm. 214, Federal Center
74 N Washington
Battle Creek, MI 49017

Pontiac
Rm. C9, Federal Building
and Post Office
35 E Huron Street
Pontiac, MI 48058

Duluth
Rm. 202, Federal Building,
Courthouse & Customhouse
515 W 1st
Duluth, MN 55802

St. Paul
Rm. 226, Federal Building
Ft. Snelling
Twin Cities
St. Paul, MN 55111

Minneapolis
Rm. 242, Federal Building
and Courthouse
110 S 4th
Minneapolis, MN 55401

Milwaukee
Rm. 62, Federal Building and
Courthouse
517 E Wisconsin Avenue
Milwaukee, WI 53202

Wausau
Federal Building
317 First Street
Wausau, WI 55401

Springfield
Rm. 104, Federal Building
and Courthouse
600 E Monroe Street
Springfield, IL 62701

Benton
Rm. 220, Post Office
and Courthouse
314 W Main Street
Benton, IL 62812

Region 6

Field Offices & Addresses

Topeka
Federal Center Warehouse
PO Box 19047
Topeka, KS 66619

Wichita
Rm. 280, Federal Building
418 S Main Street
Wichita, KS 67202

Kansas City North
Rm. 109, Federal Building
601 E 12th Street
Kansas City, MO 64106

Kansas City South
Rm. B-1, Federal Building
1500 E Bannister Road
Kansas City, MO 64131

Area Office & Address

St. Louis
Rm. 635, Courthouse and
Customhouse
1114 Market Street
St. Louis, MO 63101

Field Offices & Addresses

Mart
Rm. 113, Federal Building
405 S 12th Street
St. Louis, MO 63102

Downtown
Rm. 1624, Federal Building
1520 Market
St. Louis, MO 63103

MPRC
Rm. 2005, 9700 Page
St. Louis, MO 63132

Rolla
Rm. 1, Tucker Building
103-105 W 10th Street
Rolla, MO 65401

Columbia
Rm. 117, Federal Building
608 E Cherry Street
Columbia, MO 65201

Federal Center
Rm. 110, Building 107,
Federal Center
4300 Goodfellow Boulevard
St. Louis, MO 63120

Area Office & Address

Omaha
Rm. 1106, Federal Building and

Post Office
215 N 17th Street
Omaha, NE 68102

Field Offices & Addresses

Cedar Rapids
Rm. 126, Federal Building and Courthouse
101 First Street, SE
Cedar Rapids, IA 52401

Fort Dodge
Rm. B-2, Federal Building, Post Office and Courthouse
205 S 8th Street
Fort Dodge, IA 50501

Des Moines
Rm. 118, Federal Building
210 Walnut Street
Des Moines, IA 50309

Omaha
Rm. 1118, Federal Building, Post Office and Courthouse
215 N 17th Street
Omaha, NE 68102

North Platte
Rm. 104, Federal Building, Post Office and Courthouse
300 E 3rd Street
North Platte, NE 69101

Lincoln
Rm. 103, Federal Building and Courthouse
129 N 10th Street
Lincoln, NE 68508

Region 7

Area Office & Address

Austin
Rm. 109, Courthouse
200 W 8th Street
Austin, TX 78701

Field Offices & Addresses

Austin
Rm. G100, Federal Building and Post Office
300 E 8th Street
Austin, TX 78701

El Paso
Rm. 105, Courthouse.
500 E San Antonio Street
El Paso, TX 79901

Laredo
Rm. 300, Post Office and Courthouse
Matamoros & Juarez
Laredo, TX 78040

San Antonio
Bldg. 3A, Federal Center
630 S Main Street
San Antonio, TX 78204

Area Office & Address

Little Rock
Rm. 1329, Federal Building
700 W Capitol Street
Little Rock, AR 72201

Field Offices & Addresses

Little Rock
Rm. 1120, Federal Building
700 W Capitol Street
Little Rock, AR 72201

Russellville
Rm. 114, Federal Building
River & David Streets
Russellville, AR 72801

Area Office & Address

New Orleans
Rm. 609, Federal Building
600 South Street
New Orleans, LA 70130

Field Offices & Addresses

Lafayette
Rm. 303, Federal Building, Post Office and Courthouse
Jefferson & Main Streets
Lafayette, LA 70501

New Orleans
Rm. 610, Federal Building
600 South Street
New Orleans, LA 70130

Ruston
Rm. 108, Federal Building
Mississippi & Vienna Streets
Ruston, LA 72170

Area Office & Address

Dallas
Rm. 101, Federal Building and Courthouse
1114 Commerce Street
Dallas, TX 75242

Field Offices & Addresses

Albuquerque
Rm. 1018, Federal Building
517 Gold Avenue, SW
Albuquerque, NM 87103

Dallas
Rm. 102, Federal Building and Courthouse
1114 Commerce Street
Dallas, TX 75242

Fort Worth
Rm. 14A18, Fritz G. Lanham Federal Building
819 Taylor
Fort Worth, TX 76102

Lubbock
Rm. 114, Federal Building and Courthouse
1205 Texas Street
Lubbock, TX 79401

Santa Fe
Rm. 1221, Federal Building
S Federal and Grant
Santa Fe, NM 87501

Area Office & Address

Houston
Rm. 298, Customhouse
701 San Jacinto
Houston, TX 77052

Field Offices & Addresses

Beaumont
Rm. 256, Post Office
and Courthouse
Broadway and Willow Streets
Beaumont, TX 77701

Houston
Rm. 5009, Federal Building
and Courthouse
515 Rusk Avenue
Houston, TX 77002

Area Office & Address

Oklahoma City
Rm. 3436, Post Office,
Courthouse and Federal Building
201 NW 3rd Street
Oklahoma, OK 73101

Field Offices & Addresses

Muskogee
Rm. 110, Courthouse
and Federal Building
5th & W Okmulgee Streets
Muskogee, OK 74401

Oklahoma City
Rm. B031, Post Office,
Courthouse, and Federal Building
201 NW 3rd Street
Oklahoma, OK 73101

Tulsa
Rm. 106, Federal Building
224 S Boulder
Tulsa, OK 74103

Region 8

Field Offices & Addresses

Denver Federal Center
Entrance E, Building 41
Denver, CO 80225

Denver
Rm. 1415, Federal Building and
Courthouse
1961 Stout Street
Denver, CO 80202

Colorado Springs
PO Box 4788
Colorado Springs, CO 80930

Billings
Federal Building & Courthouse
PO Box 1477
Billings, MT 59103

Helena
Federal Building, Rm. 401
PO Box 1718
Helena, MT 59601

Missoula
Federal Building, Post Office &
Courthouse, Rm. 1003
PO Box 1205
Missoula, MT 59801

Bismarck
Federal Building, Post Office &
Courthouse, Rm. 228
220 East Rosser
Bismarck, ND 58501

Fargo
Federal Building & Post Office
Rm. 105
657 - 2nd Avenue, N
Fargo, ND 58102

Aberdeen
Rm. 120, Federal Building
115 - 4th Avenue, SE
Aberdeen, SD 57401
* Pierre
Rm. 210, Federal Building,
Post Office and Courthouse
225 S. Pierre Street
Pierre, SD 57501

Utah
Rm. 2201, Federal Building
125 S State Street
Salt Lake City, UT 84111

Casper
Rm. 1010, Federal Building and
Post Office
100 East B Street
Casper, WY 82601

Cheyenne
Joseph O'Mahoney Federal Center
2120 Capitol Avenue, Rm. 2016
Cheyenne, WY 82001

Region 9

Field Offices & Addresses

Sansome Street
Rm. 13, Appraisers Building
630 Sansome Street
San Francisco, CA 94111

Golden Gate
Rm. 1443, Federal Building
450 Golden Gate
San Francisco, CA 94102

East Bay
Rm. 416, Federal Building
1515 Clay Street
Oakland, CA 94612

Sacramento
Rm. 1542, Federal Building
and Courthouse
650 Capitol Mall
Sacramento, CA 95814

Stockton
GSA Federal Service Center
Bldg. 606, Rough and Ready
Island
Stockton, CA 95203

Fresno
Rm. 1001, Federal Building
and Courthouse
1130 'O' Street
Fresno, CA 93721

Santa Ana
Federal Building
34 Civic Center Drive
Delle, CA 90201

Central Los Angeles
Rm. G-11, Courthouse
312 N Spring Street
Los Angeles, CA 90012

West Los Angeles

Rm. 10218, Federal Building
11000 Wilshire Boulevard
Los Angeles, CA 90024

San Diego
Rm. 712, Charter Oil Bldg.
110 W 'C' Street
San Diego, CA 92101

San Clemente
GSA, US Coast Guard Station
San Clemente, CA 92672

Phoenix
Rm. 1006, Federal Building
230 N First Street
Phoenix, AZ 85025

Tucson
Rm. 412, Post Office and Courthouse
Scott and Broadway
Tucson, AZ 85726

Honolulu
Rm. 214, Post Office and Courthouse
335 Merchant Street
Honolulu, HI 96813

Reno
Rm. 3113, Federal Building
300 Booth Street
Reno, NV 89502

Las Vegas
Rm. 1-620, Federal Building and Courthouse
300 Las Vegas Boulevard
Las Vegas, NV 87101

Region 10

Field Offices & Addresses

Seattle
Rm. 1890, Federal Building
915 2nd Avenue
Seattle, WA 98174

Bellingham
Rm. 112, Federal Building
104 West Magnolia
Bellingham, WA 98225

Spokane
Rm. 112, Courthouse
W 920 Riverside Avenue
Spokane, WA 99201

Richland
Rm. G62, Federal Building, Post Office and Courthouse
PO Box 400
Richland, WA 99352

Auburn
Bldg. 815, GSA Center
Auburn, WA 98002

Portland
Rm. 201, Courthouse
SW Broadway & Main
Portland, OR 97205

Eugene
PO Box 10639
Eugene, OR 97401

Boise
Rm. 164, Federal Building and Courthouse
550 W Fort Street
Boise, ID 83701

Area Office & Address

Anchorage
Federal Building, Post Office and Courthouse
4th and F Streets
Anchorage, AK 99501

Field Offices & Addresses

Anchorage
Federal Building, Post Office and Courthouse
4th and F Streets
Anchorage, AK 99501

Juneau
Rm. 103, Federal Building, Post Office and Courthouse
709 W Ninth
Juneau, AK 99801

GSA/ADTS 1 (23-00-0076)

System name: Classified Control Files, GSA/ADTS.

System location: Office of Telecommunications, Central Office and Regional offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: Employees of GSA, other Government Agencies, and commercial corporations.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose of ensuring control over access to classified information and facilities. Contains records such as: security clearance levels, identification credentials, registers, access authorizations, official courier/messenger designations, security officer appointments, files custodian lists, security briefings and acknowledgments.

Authority for maintenance of the system: Executive Order 10450 April 27, 1953

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintaining and exchanging current information regarding authority of personnel to gain access to classified material or facilities. Documenting responsibilities of designated personnel to administer the overall security program. Used to verify clearance for access to classified material or facilities, to allow performance of maintenance and repair of classified communications equipment, to verify authority to release, transport and receive classified material, both inter and intra agency. Other routine uses are contained in the appendix following the GSA notices.

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

Storage: Paper files kept in safes or storage cabinets.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either locked or located in a limited access area.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Chief, Secure and Emergency Communications Branch, Office of Telecommunications, GSA, ADTS, 18th & F Streets, NW., Washington, DC; mailing address: General Services Administration (CTOS), Washington, DC 20405.

Notification procedure: Inquiries should be directed to the Chief, Secure and Emergency Communications Branch, at the above address or to the Director, Telecommunications Divison, of the appropriate regional office at the address listed in the appendix following GSA/ADTS notices.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, requests for clearance and/or access, other security forms.

GSA/ADTS 2 (23-00-0077)

System name: Congressional Files, GSA/ADTS

System location: ADTS central office and in the regional headquarters offices at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: Members of Congress and their staffs, State Governors and their staffs.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose of ensuring that proper action is being taken on congressional and state requests for ADP and telecommunications service. Contains records used for ordering, billing and budget purposes. Contains telephone service requests, ADP service requests, billing for FTS and extended service, general inquiries, record of meeting, service complaints, and remedial actions.

Authority for maintenance of the system: Title 31, USC Section 680 a

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b) (3), are described in the appendix following the GSA Notices.

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

Storage: Paper files, storage cabinets and file folders.

Retrievability: Filed alphabetically by name of individual.

Safeguards: Buildings employ security guards. Access is restricted to authorized personnel. Records are released only to authorized officials.

Retention and disposal: Disposition of Records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Executive Director, GSA, ADTS, 18th & F Street, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Office of Executive Director, ADTS or to the appropriate region at the address listed in the appendix following Notice GSA/ADTS 8. Any required assistance can be obtained from the system manager identified above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves (correspondence, telephone calls etc), the staffs of the individuals concerned, other ADTS employees involved.

GSA/ADTS 3 (23-00-0078)

System name: Discretionary Supervisor Files - GSA/ADTS.

System location: Normal place of business of supervisor in either the GSA/ADTS central office or regional locations. Headquarters addresses are listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: ADTS employees including those in intern, youth employment and temporary status.

Categories of records in the system: Records are maintained in this nonautomated system at the complete discretion of the ADTS supervisor. Contains records such as personnel actions, training requests, performance appraisals, letters of commendation, citations, awards, job description, accident reports, supervisor's assessment, career counseling, leave record, copies of warnings, grievances, reprimands, attendance, annotated organizational charts, selection brief, outside employment and labor relations.

Authority for maintenance of the system: Title 5 U.S.C. Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files stored in metal lockable filing cabinets or metal lockable desk drawers.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Records are maintained in metal lockable filing cabinets or metal lockable desk drawers, with limited access.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, ADTS, GS Building, 18th & F Street NW., Washington, DC; mailing address: General Services Administration (CX), Washington, DC 20405.

Notification procedure: Inquiries should be directed to the individual's immediate supervisor. Any required additional assistance can be obtained from the system manager identified above, or the Regional Commissioner of the appropriate regional office at the address listed in the appendix following GSA/ADTS notices.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, personal observations of the supervisor, conversations, copies of documents prepared by the supervisor, other employees.

GSA/ADTS 4 (23-00-0079)

System name: Emergency Notification Files, GSA/ADTS.

System location: Central and Regional Offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: GSA/ADTS Central Office and Regional employees.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose of notifying and identifying employees or their designees under emergency conditions. Contains records such as: employees name, address, position title, office phone number, home phone number.

Authority for maintenance of the system: Title 5 U.S.C. Section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Maintaining a current listing of Federal officials to be contacted during national disasters, contingency, and emergency situations, and providing this information, as necessary, in disasters or public or personal emergencies, to concerned agencies, telephone companies, telecommunications common carriers, civil defense and other activities and individuals involved in the emergency or relief effort. Contacting officials in support of Federal Emergency Plan D and NCS Plan for Communications Support in major disasters and emergencies. Notifying personnel in cases of operational or personal emergencies. Other routine uses are contained in the appendix following the GSA Notices.

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

Storage: Paper files kept in safes or storage cabinets.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Storage containers are either locked or located in a limited access area. Information is released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Chief, Secure and Emergency Communications Branch, Office of Telecommunications, GS Building, 18th & F Streets, NW., Washington, DC; mailing address: General Services Administration (CTOS), Washington, DC 20405.

Notification procedure: Inquiries should be directed to the system manager identified above or to the Director, Telecommunications Division, at the regional office at the address listed in the appendix following GSA/ADTS notices.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their supervisors, emergency listings, disaster plans and personnel files.

GSA/ADTS 5 (23-00-0080)

System name: Financial Management Files, GSA/ADTS

System location: Financial Management Division and offices of the Central Office and regional offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: GSA/ADTS Central Office and Regional Employees

Categories of records in the system: Records are maintained in both paper and automated form for the purpose of financial management. Contains information on financial projections for short and long range planning, preparation of annual financial plans, monthly and quarterly analysis of operation funds and verifying accounting reports. Contains records such as: travel logs, transportation requests, claims, vouchers, within grade notices and pay changes, operator cost data, credit cards, requisitions, overtime requests, operating plans, time and attendance files, payroll, commercial call certifications, employment staffing, retirement eligibility, manpower and payroll statistics.

Authority for maintenance of the system: Title 31 U.S.C. Sections 66a, 66b.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of the Records, as defined in 5USC 552(a)(7) and provided for in 5USC552 (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files are kept in storage containers. Magnetic tapes are filed in a tape library.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Records containing personal information are maintained in metal lockable filing cabinets or metal lockable desk drawers, with limited access. Tapes and other records are stored in a limited access area.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Executive Director, ADTS, GS Building, 18th & F Streets, NW., Washington, DC; mailing address: General Services Administration (CX), Washington, DC 20405.

Notification procedure: Inquiries should be directed to the system manager identified above at the Central Office or to the Regional Commisioner of the appropriate regional office at the address listed in the appendix following GSA/ADTS notices.

Record access procedures: Same individual as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Telephone Inventory and Accounting System and individuals submitting the various types of claims, vouchers and requests.

GSA/ADTS 6 (23-00-0081)

System name: Personnel Administrative Files, GSA/ADTS

System location: Central Office and Regional offices of ADTS at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: GSA, ADTS Central Office and regional employees.

Categories of records in the system: Records are maintained in this nonautomated system for the purpose off administering personnel matters in the ADTS Central Office and regions. Contains annotated organizational charts, training, duty and leave schedules, travel requests, authorizations, reprimands, warnings, vouchers, appraisals, position descriptions, biographic and career information, suggestions, details, personnel actions, grievance and appeal files, EEO files, personnel ceiling control. licenses, awards, essential residence telephone service listing, skill directory, trainee and intern files, rosters, locators, job applications, surveys.

Authority for maintenance of the system: Title 5, U.S.C. Section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Action taken with Civil Service Commission or pending on grievances, reprimands, warnings, suggestions, etc. Other routine uses are described in the appendix following the GSA notices.

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

Storage: Paper files kept in metal lockable filing cabinets or metal lockable desk drawers.

Retrievability: Filed alphabetically at each location by name of individual.

Safeguards: Buildings employ security guards. Records maintained in metal lockable filing cabinets or metal lockable desk drawers, with limited access.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2)

System manager(s) and address: Executive Director, ADTS, GS Building, 18th & F Streets, NW., Washington, DC; mailing address: General Services Administration (CX), Washington, DC 20405.

Notification procedure: Inquiries should be directed to the employee's immediate supervisor. Any additional assistance can be obtained from the system manager identified above, or the Regional Commisioner of the appropriate regional office at the address listed in the appendix following GSA/ADTS notices.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The individuals themselves, their supervisors and from other ADTS employees.

GSA/ADTS 7 (23-00-0082)

System name: Workload Measurement Files, GSA/ADTS.

System location: Regional and Central Offices, ADTS at the addresses listed in the appendix following Notice GSA/ADTS 8.

Categories of individuals covered by the system: Current employees of GSA/ADTS.

Categories of records in the system: Records are maintained in both paper and magnetic tape is this system for the purpose of measuring the productivity of ADTS technical and operational personnel in the central office and regions. Contains records such as: tape, test, re-run logs, applied data processing time, productive performance, project status, personnel time summary, switchboard operator evaluation, RAMUS reports, systems and programming project status, tape error detection, FTS incoming and outgoing service message, switchboard operations reports, computer console, balance and job control sheets, historical and workload files.

Authority for maintenance of the system: Title 5 USC Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The Routine Uses of these Records, as defined in 5 U.S.C. 552a (a)(7) and provided for in 5 U.S.C. 552a (b)(3), are described in the appendix following the GSA Notices.

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

Storage: Paper files are kept in file cabinets and desk drawers. Automated records are maintained in a tape library.

Retrievability: Records are filed alphabetically by individuals name, number, initials or operating location.

Safeguards: Buildings employ security guards and storage containers for paper records are either locked or in a limited access area. Automated records are maintained in a controlled tape library.

Retention and disposal: Disposition of Records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Commissioner, GSA, ADTS, 18th and F Streets, N.W., Washington, D.C. 20405.

Notification procedure: Inquiries should be directed to the Regional Commissioner of the appropriate regional office or the Executive Director at the central office at the addresses listed in the appendix following Notice GSA/ADTS 8.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to records and for contesting the contents and appealing initial determination are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: The supervisor's review of message and tape logs, trouble reports, re-run sheets etc., the employee himself, other employees.

GSA/ADTS 8 (23-00-0096)

System name: Special Purpose Telephone Contact Listings, GSA/ADTS

System location: GSA/ADTS Regional Telecommunications Offices and GSA operated switchboards within the ten GSA regions and the FTS Central Information Service and Emergency Poison Control listings at GSA, ADTS, Region 3. See Appendix GSA/ADTS Address of Locations following GSA/ADTS notices.

Categories of individuals covered by the system: Federal agency personnel as designated by the Federal agencies.

Categories of records in the system: Includes listings such as Key Personnel and Essential Residence Telephone Listing for the purpose of identifying essential residential telephone service to designated key officials in time of emergency; FTS Central Information Service for the purpose of contacting key officials for necessary day-to-day operations and in emergency situations; Emergency Poison Control Listings for the purpose of providing emergency medical assistance; and other listings of key officials for the purpose of day-to-day operations and emergencies. These listings may include name, position title, office address, office telephone number, home address, and/or home telephone number.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), shall include: (1) The transfer to GSA of the above described information from the Federal agency responsible for collecting the information for inclusion in the GSA-maintained nationwide central information service and in regional listings of Federal personnel designated as key personnel or points of contact; (Personal information; i.e., home address or telephone number, will not be disclosed to a caller. The GSA switchboard operator will either 'patch' the call through to the subject, or will notify the subject that a call has been made to him for call-back purposes.) (2) the transfer of designated essential residence information (and deletions from such list) in the regions to the appropriate telephone companies to provide emergency line load control pursuant to 41 CFR 105-35.6; and (3) those routine uses described in the Appendix following the GSA notices.

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

Storage: Paper, tapes, and/or cards.

Retrievability: Indexed by name and/or agency.

Safeguards: Limited access areas and records are accessible only to authorized personnel of GSA.

Retention and disposal: Maintained until rescinded by authorized agency.

System manager(s) and address: The officials responsible for the telephone contact listings are: (1) Central Information Service and Emergency Poison Control: Regional Director, Telecommunications Division, Region 3; (2) Regional listings: Regional Director, Telecommunications Division, in the appropriate region. The addresses of the responsible officials are listed in the appendix following GSA/ADTS notices.

Notification procedure: Information may be obtained from the officials listed above.

Record access procedures: Same individuals as above.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of records, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information provided by Federal agencies and subject individuals.

APPENDIX GSA/ADTS ADDRESS OF LOCATIONS

ADTS/GSA Central Office
18th & F Streets N.W.
Washington, D.C. 20405
Telephone: 202 - 566 - 1000

Region 1
Regional Commissioner, ADTS
John W. McCormack P.O. & Courthouse
Post Office Square
Boston, Mass. 02109
Telephone: 617 -223-5055

Region 2
Regional Commissioner, ADTS
26 Federal Plaza
New York, N.Y. 10007
Telephone: 216 - 264-1711

Region 3
Regional Commissioner, ADTS
7th and D Streets S.W.
Washington, D.C. 20407
Telephone: 202 - 472-1200

Region 4
Regional Commissioner, ADTS
1776 Peachtree Street, N.W.
Atlanta, Georgia 30309
Telephone: 404 - 257-3801

Region 5
Regional Commissioner, ADTS
219 So. Dearborn Street
Chicago, Ill. 60604
Telephone: 312 - 886-3807

Region 6
Regional Commissioner, ADTS
1500 E. Bannister Road
Kansas City, Missouri 64131
Telephone: 816 - 926-7309

Region 7
Regional Commissioner, ADTS
819 Taylor Street
Fort Worth, Texas 76102
Telephone: 817 - 334-2871

Region 8
Regional Commissioner, ADTS
Building 41 - Denver Federal Cen.
Denver, Colorado 80225
Telephone: 303 - 234-4337

Region 9
Regional Commissioner, ADTS
525 Market Street
San Francisco, California 94105
Telephone: 415 - 556-3272

Region 10
Regional Commissioner, ADTS
GSA Center
Auburn, Washington 98002
Telephone: 206 - 396-5421

GSA/FSS 2 (23-00-0084)

System name: Work Measurement, Performance and Analysis Systems -GSA/FSS

System location: Transportation Services Division and Logistics Data Management Division, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406), and Regional Offices of Property Manage- ment Divisions, Transportation Services Division, Quality Control Divisions, Printing and Publications Division, Printing and Distribution Branchs, Procurement Divisions, and Centralized Mailing Lists Services at the regional office locations listed in the appendix following Notice GSA/FSS 15. Portions of the systems are also located at Interagency motor pools, sub-pools and dispatch points throughout the regions. Addresses of these locations can be obtained from the applicable regional office.

Categories of individuals covered by the system: Federal Supply Service employees working at the activities described in the location portion of this notice.

Categories of records in the system: Information on employment, training, man-hours worked, work units produced, salary, non-productive hours, places visited. (Records are used only by officers and employees of GSA who have a need for the records in the performance of their duties to collect basic work measurement data, provide a statistical source for budgeting, compute effectiveness, spot trends in divisional work performance and establish work standards.)

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); Title 5 U.S.C. generally; Title 31 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Name of employee and/or employee number

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Information is released only to authorized officials.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Director or Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours at each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to systems of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual time records or labor reports of each employee and weekly reports compiled by individuals.

GSA/FSS 3 (24-00-0085)

System name: Project Control, Assignment and Reporting Systems - GSA/FSS

System location: All or portions of the systems of records described in this notice are located at: Office of Customer Service and Support, Office of Standards and Quality Control, and Office of Supply Distribution, Federal Supply Service, Crystal Mall Building 4, Arlington, Virginai (Mail: Washington, D.C. 20406).

Categories of individuals covered by the system: Standards Technicians and individuals to whom special projects are assigned.

Categories of records in the system: Type of project, workload associated with project, individual assigned project, and progress. Projects include Federal Item Identification Guide Project Control, Improvement Project Assignment, special projects, Weekly Activity Reports and specifications and standards. (Records are used only by officers and employees of GSA who have a need for the records in the performance of their duties.)

Authority for maintenance of the system: Title 40 U.S.C. Sections 481 and 487; Title 5 U.S.C., generally; and Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Punched cards, print-outs, and manual files.

Retrievability: Name and/or manager code of individual.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Assistant Commissioner or Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: From individual assigned project, incoming workload requests, and internally generated projects.

GSA/FSS 4 (23-00-0086)

System name: Hazardous Materials Exposure History System - GSA/FSS

System location: GSA/FSS Stockpile Depots at the addresses shown in the appendix following Notice GSA/FSS 15.

Categories of individuals covered by the system: Personnel working or visiting storage areas containing Hazardous Materials.

Categories of records in the system: Daily dosage of radiation received and hourly exposure to dangerous levels of asbestos and other hazardous materials, and related health records. The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties.

Authority for maintenance of the system: Occupational Safety and Health Act of 1970, as amended (84 Stat. 1590).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Information on exposure readings is provided to the Regulatory Agencies charged with the responsibility for regulating the handling of hazardous materials; other routine uses are contained in the appendix following the GSA Notices.

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

Storage: Paper forms.

Retrievability: Filed alphabetically by individual name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Assistant Commissioner, Office of Property Management, Crystal Square Building 5, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Property Management, Crystal Square Building 5, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are pro- mulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Film badges and dosimeters, other instrumentation, work logs, and medical exams.

GSA/FSS 5 (23-00-0087)

System name: Supply Distribution Work Measurement System - GSA/FSS

System location: All or portions of the systems of records described in this notice are located at Regional Supply Distribution Divisions at Regional Office locations and Supply Distribution Facilities at the addresses listed in the Appendix following Notice GSA/FSS 15.

Categories of individuals covered by the system: Regional Supply Distribution Employees.

Categories of records in the system: Man-hours expended by work activity for each employee and the units accomplished by each. Individual Performance Progress Record. (Records are used only by the officials and employees of GSA who have a need for the records in the performance of their duties to determine facility operation effectiveness, set work standards and grade employee accomplishments and to discuss with employees their per- formance and career objectives.)

Authority for maintenance of the system: Title 40 U.S.C. Section 481; Title 5 U.S.C., generally; and Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms.

Retrievability: Employee name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official reponsible for the system of records is the Assistant Commissioner, Office of Supply Distribution, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the Office of Supply Distribution, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours at each location. For written requests, the individual should provide full name, address and telephone number, period of employment, and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: From employee daily reports, Bin/Bulk Selector Error Records, Individual Performance Progress Records and from Supervisors.

GSA/FSS 8 (23-00-0090)

System name: Employee Related Files - GSA/FSS

System location: All or portions of the systems of records described in this notice are maintained at the Division or Branch levels of the various Federal Supply Service offices located in Crystal Mall Building 4 and Crystal Square Building 5, Arlington, Virginia (Mail: Washington, D.C. 20406); Materials and Evaluation Development Laboratory, Van Ness and Reno Road, Washington, D.C., and Electronics Division of Office of Standards and Quality Control, Building 225, National Bureau of Standards, Gaithersburg, Maryland; and at Regional Office locations, GSA/FSS Stockpile Depots, and Supply Distribution Facilities at the addresses listed in the appendix following Notice GSA/FSS 15.

In addition, portions of the systems of records are maintained at self-service stores and motor pools located throughout the regions, the addresses of which can be obtained from the applicable Regional Commissioners Office.

Categories of individuals covered by the system: Current employees and former employees of the Federal Supply Service, applicants or potential applicants for employment, and employees of other agencies for employee relief bills.

Categories of records in the system: Records consist of a variety of documents accumulated by operating officials and supervisors in administering personnel matters for or about employees, including the following kinds of records, which are representative of the system: Equal employment opportunities; performance appraisals, potential performance appraisals, and supporting documents; promotions; applications, resumes, and biographical or employment history documents; emergency locator and notification documents containing name, address, home phone, emergency contacts; employee training, counseling, and development documents; position descriptions, management and classification documents; awards; security clearance records; leave, pay and time and attendance; emergency duty rosters; committee, team, task force participation rosters and documents; Congressional files relating to employee relief bills; staffing information, including organizational rosters for both Central Office and Regional personnel; retirement data; medical certifications for granting parking permits to handicapped; indebtedness complaints; news releases; duty station assignments; photographs; personnel plans; travel; employee record cards containing summary information; and injuries and occupational disease.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 377); Title 5 U.S.C. generally; Title 31 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Civil Service Commission in connection with recruitment activities and evaluation survey programs; Department of Labor in connection with settlement and adjudication of labor-management disputes. Other routine uses are as described in the Appendix following the GSA notices.

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

Storage: Paper records in file folders and card files, and printouts.

Retrievability: Alphabetically by individual's name

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS. Any records containing information, the unauthorized disclosure of which could result in substantial harm, embarrassment, inconvenience, or unfairness to the individual, is filed in locked cabinets.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the supervisor of the activity the individual is or was employed with. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, approximate dates and places of employment, and any other information which the individual believes would facilitate locating the record. For personal visits, the individual should be able to provide some acceptable inentification such as driver's license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information in the record of systems is obtained from information furnished by the individual, personnel forms, congressional inquiries, committees, agency officials, third parties submitting indebtedness complaints, applications from individuals applying for positions, and doctors for individuals requesting handicap parking permits.

GSA/FSS 9 (23-00-0091)

System name: Cataloging Action Master File - Work Measurement System - GSA/FSS

System location: General Services Administration, Tape Library, 7th & D Streets, SW, Washington, D.C. 20407.

Categories of individuals covered by the system: Supply catalogers processing catalog action requests.

Categories of records in the system: The system consists of records, kept on each individual, showing the status of transactions the individual has in process and the number of actions completed, rejected or approved. The records are primarily used by officers and employees of the agency to determine status of transactions and to summarize work done by individuals.

Authority for maintenance of the system: Title 40 U.S.C., Section 487

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a)(7) and provided for in 5 U.S.C. 552a(b)(3), are described in the Appendix following the GSA notices.

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

Storage: Mag-tape and print-outs

Retrievability: Alphabetic code assigned to individuals.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Director, Logistics Data Management Division, Office of Customer Services and Support, Federal Supply Service, Washington, D.C. 20406

Notification procedure: Information may be obtained from the official cited above.

Record access procedures: Requests from individuals to access records should be addressed to the official cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment, and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Data provided by individuals.

GSA/FSS 11 (23-00-0093)

System name: Work Record Systems - GSA/FSS

System location: Evaluation Branch, Office of Supply Distribution, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406), Retail Services Division, Fuels Branch, 7th & D Streets, SW, Washington, D.C. 20407, and Division Offices of Procurement, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, D.C. 20406).

Categories of individuals covered by the system: Federal Supply Service employees performing duties at the activities listed in the location portion of this notice.

Categories of records in the system: Employee numbers for publication and report preparation, record of attendance and performance, work assignments, production procurement plan and status, and register of incoming workload.

Authority for maintenance of the system: Federal Property and Administrative Services Act of 1949, as amended, (63 Stat. 377); Title 5 U.S.C. generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b) (3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms.

Retrievability: Individual's name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Branch Chief or Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed. If not known, general inquiries should be made to the office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information for the system of records described in this notice is obtained from agency work reports, incoming offers from business firms, incoming requisitions from other agencies, the individual's supervisor and the individual.

GSA/FSS 12 (23-00-0094)

System name: Accountability and Property Inventory Systems - GSA/FSS

System location: Regional Commissioner's offices; Regional offices of the Property Management Division, Motor Equipment Services Division, Retail Services Division, Business Service Centers and Procurement Divisions; and Property Management Depots at the addresses listed in the Appendix following Notice GSA/FSS 15. In addition, portions of the systems of records are maintained at retail stores and motor pools in the regions. Addresses of these locations can be obtained from the applicable Regional Director.

Categories of individuals covered by the system: Property Management Division inspectors and depot personnel, store managers, motor pool personnel, Office of Business Affairs and Information Center employees and contracting officers.

Categories of records in the system: Custody of wax seals, record of keys issued, accountability of Government property and supplies, bonding of collection officers, contracting officer designations and discrepancy reports. (The records are primarily used by officers and employees of the agency who have a need for the record in the performance of their duties.)

Authority for maintenance of the system: Title 40 U.S.C. Section 483; Title 5 U.S.C. generally; Title 31 U.S.C., generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 U.S.C. 552a(a) (7) and provided for in 5 U.S.C. 552a(b) (3), are described in the Appendix following the GSA notices.

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

Storage: Paper forms

Retrievability: Individual's name

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Notification procedure: Information may be obtained from the Regional Director of the applicable activity shown in the location portion of this notice in which the individual is or was employed with. If not known, general inquiries should be made to the Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, D.C. 20406.

Record access procedures: Requests from individuals to access records should be addressed to the officials cited above. In person requests may also be made during normal business hours listed for each location in the appendix following Notice GSA/FSS 15.

For written requests, the individual should provide full name, address and telephone number, period of employment and position held to assist the office in locating the record. For personal visits, the individual should be able to provide some acceptable identification such as drivers license or employee identification. Only general inquiries may be made by telephone.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Individual prepared forms, agency supervisors and personnel action forms.

GSA/FSS-14 (23-00-0099)

System name: Key Personnel Directory and Key Contact Card - GSA/FSS

System location: Administrative Services Staff, Crystal Mall Building 4, Arlington, Virginia (Mail: Washington, DC 20406).

Categories of individuals covered by the system: Central Office and Regional Office FSS employees, branch chief and above.

Categories of records in the system: Contains the name, position, office telephone, home address and home telephone number of the individual. The purpose of this system is to provide contact points for day-to-day operations and emergencies.

Authority for maintenance of the system: The Federal Property and Administrative Services Act of 1949, 63 Stat/ 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: The routine uses of these records, as defined in 5 USC 552a(a) (7) and provided for in 5 USC 552a(b) (3), are described in the Appendix following the GSA notices.

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

Storage: Paper, cards, and Vydek work processing tape.

Retrievability: Indexed by name.

Safeguards: Buildings employ security guards and records are maintained in areas accessible only to authorized personnel of FSS.

Retention and disposal: Disposition of records shall be in accordance with HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: The official responsible for the system of records is the Director, Administrative Services Staff, Office of the Executive Director, Federal Supply Service, Crystal Mall Building 4, Washington, DC 20406.

Notification procedure: Information may be obtained from the official listed above.

Record access procedures: An individual can obtain information on the procedures for gaining access to and contesting records from the official cited above.

Contesting record procedures: GSA rules for access to system of records, contesting the contents of a system of record, and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

Record source categories: Information provided by individual.

APPENDIX - GSA/FSS ADDRESSES OF LOCATIONS

REGIONAL OFFICES

Region 1
John W. McCormack Post
Office and Courthouse
Post Office Square
Boston, Massachusetts 02109

Region 2
26 Federal Plaza
New York, New York 10007

Region 3
7th and D Streets, SW,
Washington, D.C. 20407

Region 4
1776 Peachtree Street, NW.
Atlanta, Georgia 30309

Region 5
230 South Dearborn Street
Chicago, Illinois 60604

Region 6
1500 E. Bannister Road
Kansas City, Missouri 64131

Region 7
819 Taylor Street
Fort Worth, Texas 76102

Region 8
Building 41 - Denver Federal Center
Denver, Colorado 80225

Region 9
525 Market Street
San Francisco, California 94105

Region 10
GSA Center
Auburn, Washington 98002

GSA/FSS STOCKPILE DEPOT ADDRESSES

GSA-FSS Baton Rouge Depot
2695 N. Sherwood Forest Drive
Baton Rouge, LA 70814

GSA-FSS
Federal Service Center (C/D)
4747 Eastern Avenue
Building 1
Bell, CA 90201

GSA-FSS Bethlehem Depot
Bethlehem, PA 18015

GSA-FSS Belle Mead Depot
Belle Mead, NJ 08502

GSA-FSS Binghamton Depot
Binghamton, NY 13901

GSA-FSS Casad Depot
New Haven, IN 46774

GSA-FSS Depot

The Federal Depot
Clearfield, UT 84016

GSA-FSS Curtis Bay Depot
Baltimore, MD 21226

GSA-FSS Dayton Depot
2400 West Dorothy Lane
Dayton, OH 45439

GSA-FSS Erie Depot
P.O. Box 344
Port Clinton, OH 43452

GSA-FSS Fort Worth Depot
819 Taylor Street
Fort Worth, TX 76102

GSA-FSS Gadsden Depot
P.O. Box 918
Hammond, IN 46325

GSA-FSS Marion Depot
P.O. Box 348
Marion, OH 43302

GSA-FSS Building 7050
P.O. Box 6
Mira Loma, CA 91752

GSA-FSS New Bedford Depot
King Street & Nash Road
New Bedford, MA 02745

GSA-FSS Pt. Pleasant Depot
2601 Madison Avenue
Point Pleasant, WVA 25550

GSA-FSS Scotia Depot
Scotia, NY 12302

GSA-FSS Sharonville Depot
P.O. Box 41131
Cincinnati, OH 45241

GSA-FSS Somerville Depot
State Highway No. 206
Somerville, NJ 08876

General Services Administration
GSA-FSS Depot
Rough & Ready Island
Building 606
Stockton, CA 95203

GSA-FSS Topeka Depot
Building 301
Topeka, KS 66601

GSA-FSS Warren Depot
Warren, OH 44482

GSA-FSS Buffalo Depot
All mail goes to Binghamton Depot

GSA-FSS Jeffersonville, IN
All mail goes to Sharonville Depot

GSA-FSS Marietta, PA
All mail goes to Region 3

GSA-FSS Terre Haute Depot
All mail goes to Sharonville Depot

GSA-FSS Voorheesville, NY
All mail goes to Scotia Depot

GSA SUPPLY DISTRIBUTION FACILITIES

GSA Supply Distribution Facility
295 Lindoln Street
Hingham, MA 02043

GSA Supply Distribution Facility
Belle Mead, NJ 08502

GSA Supply Distribution Facility
Military Ocean Terminal Bayonne, NJ 07002

GSA Supply Distribution Facility
Building 246 Raritan Depot
Edison, NJ 08817

GSA Supply Distribution Facility
Springfield, VA 22150

GSA Supply Distribution Facility
Federal Supply Service
2800 Eastern Boulevard
Middle River, MD 21220

GSA Supply Distribution Facility
Hampton Roads Army Terminal
7737 Hampton Boulevard
Norfolk, VA 23505

GSA Supply Distribution Facility
Garden City Terminal
Savannah State Docks and Warehouses
Garden City, GA 31408

GSA Supply Distribution Facility
7400 S. Pulaski Road
Chicago, IL 60629

GSA Supply Distribution Facility
Building 31
Shelby, OH 44875

GSA Supply Distribution Facility
1500 E. Bannister Road
Kansas City, MO 64131

GSA Supply Distribution Facility
Warehouse 3, Federal Center
Fort Worth, TX 76115

GSA Supply Distribution Facility
500 Edwards Avenue
Harahan, LA

GSA Supply Distribution Facility
Building 810, Denver Federal Center
Denver, Colorado 80225

GSA Supply Distribution Facility
1600 12th Street, NW,
Albuquerque, NM

GSA Supply Distribution Facility
Building C6, Annex 3, Federal Depot
Clearfield, UT 84016

San Juan P.R.
Building T3069, Hickam AFB
Honolulu, HI 96824

GSA Supply Distribution Facility
Building 512 Rough and Ready Island
Stockton, CA 95203

GSA Supply Distribution Facility
Auburn, WA 98002

APPENDIX

The following Routine Use statements will apply to General Services Administration notices where indicated.

Routine Use -- Law Enforcement

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued 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 pro- secuting such violation or charged with enforcing or implementing the statute, or role, regulation or order issued pursuant thereto.

Routine Use - Disclosure When Requesting Information

A record from this system of records may be disclosed as a 'routine use' to a Federal, state, or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary, to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant, or other benefit.

Routine Use - Disclosure of Requested Information

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.

Routine Use - Grievance, Complaint, Appeal

A record from this system of records may be disclosed 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. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with that agency's responsibility for evaluation of Federal personnel management.

To the extent that official personnel records in the custody of GSA are covered within systems of records published by the Civil Service Commission as government wide records, those records will be considered as a part of that government wide system. Other official personnel records covered by notices published by GSA and considered to be separate systems of records may be transferred to the Civil Service Commission in accordance with official personnel programs and activities as a routine use.

Routine Use - Congressional Inquiries

A record from this system of records may be disclosed as a routine use to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

Routine Use - Private Relief Legislation

The information contained in the following systems of records - GSA/OAD 1 through 35; GSA/ADTS 3, 5, 6, and 7; GSA/PBS 1; GSA/FSS-8; and GSA/FPA 2 through 12 - will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that circular.

[FR Doc.77-21029 Filed 7-19-77;9:27 am]

NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

In accordance with Section 552a(e)(4) the National Advisory Council on Economic Opportunity gives notices that the Systems of Records as currently maintained (FR 49491, November 9, 1976) are still in effect and no changes have occurred.

August 24, 1977.

Walter B. Quetsch,
Executive Director.

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NACEO—76-2 General Financial Records
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NACEO—76-1

System name: Payroll Records—National Advisory Council on Economic Opportunity.

System location: General Services Administration, Region 3; copies held by the National Advisory Council on Economic Opportunity. (GSA holds records for the National Advisory Council on Economic Opportunity under contract.)

Categories of records in the system: Varied payroll records, including, among other documents, time and attendance cards; payment vouchers; comprehensive listing of employees; health benefits records, requests for deductions; tax forms, W-2 forms, overtime requests; leave data; retirement records. Records are used by the Council and GSA employees to maintain adequate payroll information for the National Advisory Council on Economic Opportunity employees, and otherwise by the Council and GSA employees who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally. Also, 42 U.S.C. 2945.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See Appendix. Records also are disclosed to GAO for audits; to the Internal Revenue Service for investigation; and to private attorneys, pursuant to a power of attorney.

A copy of an employee's Department of the Treasury Form W-2, Wage and Tax Statement, also is disclosed to the State, city, or other local jurisdiction which is authorized to tax the employee's compensation. The record will be provided in accordance with the withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury pursuant to 5 U.S.C. 5516, 5517, or 5520, or, in the absence thereof, in response to a written request from an appropriate official of the taxing jurisdiction to the Staff Director, National Advisory Council on Economic Opportunity, 1725 K Street NW., Washington, D.C. 20006. The request must include a copy of the applicable statute or ordinance authorizing the taxation of compensation and should indicate whether the authority of the jurisdiction to tax the employee is based on place of residence, place of employment, or both.

Pursuant to a withholding agreement between a city and the Department of the Treasury (5 U.S.C. 5520), copies of executed city tax withholding certificates shall be furnished the city in response to written request from an appropriate city official to the Staff Director.

In the absence of a withholding agreement, the Social Security Number will be furnished only to a taxing jurisdiction which has furnished this agency with evidence of its independent authority to compel disclosure of the Social Security Number, in accordance with Section 7 of the Privacy Act, Public Law 93-579.

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

Storage: Paper and microfilm.

Retrievability: Social Security Number.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposition of records shall be in accordance with the HB GSA Records Maintenance and Disposition System (OAD P 1820.2).

System manager(s) and address: Staff Director, National Advisory Council on Economic Opportunity, 1725 K Street NW., Washington, D.C. 20006.

Notification procedure: Refer to the National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Record access procedures: Refer to the National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Contesting record procedures: Refer to the National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Record source categories: The subject individual, the National Advisory Council on Economic Opportunity.

NACEO—76-2

System name: General Financial Records—National Advisory Council on Economic Opportunity.

System location: General Services Administration, Central Office; copies held by the National Advisory Council on Economic Opportunity. (GSA holds records for the National Advisory Council on Economic Opportunity under contract).

Categories of individuals covered by the system: Employees of the National Advisory Council on Economic Opportunity and members of its Board of Trustees.

Categories of records in the system: SF 1038, Application and account for advance of funds; Vendor register and vendor payment tape. Information is used by accounting technicians to maintain adequate financial information and by other officers and employees of GSA and the National Advisory Council on Economic Opportunity who have a need for the record in the performance of their duties.

Authority for maintenance of the system: 31 U.S.C., generally; also, 42 U.S.C. 2945.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: See appendix. Records also are released to GAO for audits; to the IRS for investigation; and to private attorneys, pursuant to power of attorney.

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

Storage: Paper and tape.

Retrievability: Manual and automated by name.

Safeguards: Stored in guarded building; released only to authorized personnel.

Retention and disposal: Disposal of records shall be in accordance with the HB GSA Records Maintenance and Disposition.

System manager(s) and address: Staff Director, National Advisory Council on Economic Opportunity, 1725 K Street, NW, Washington, D.C. 20006.

Notification procedure: Refer to National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Record access procedures: Refer to National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Contesting record procedures: Refer to National Advisory Council on Economic Opportunity access regulations contained in 4 CFR Part 405.

Record source categories: The subject individual; the National Advisory Council on Economic Opportunity.

APPENDIX—NATIONAL ADVISORY COUNCIL ON ECONOMIC OPPORTUNITY

In the event that a system of records maintained by this agency to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued 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, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a "routine use" to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract or the issuance of a license, grant or other benefit.

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 in the matter.

A record from this system of records may be disclosed to an authorized appeal grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator or other duly authorized official engaged in investigation or settlement or a grievance, complaint, or appeal filed by an employee. A record from this system of records may be disclosed to the United States Civil Service Commission in accordance with the agency's responsibility for evaluation and oversight of federal personnel management.

A record from this system of records may be disclosed to officers and employees of a federal agency for purposes of audit.

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

A record from this system of records may be disclosed as a routine use to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the request of the individual about whom the record is maintained.

A record from this system of records may be disclosed to officers and employees of the General Services Administration in connection with administrative services provided to this agency under agreement with GSA.

[FR Doc.77-27655 Filed 9-20-77;8:45 am]

NATIONAL LABOR RELATIONS BOARD

PRIVACY ACT OF 1974

Systems of Records; Annual Publication

Pursuant to the provisions of section (e)(4) of the Privacy Act of 1974, 5 U.S.C. Sec. 552a(e)(4), the National Labor Relations Board publishes the accompanying notices of systems of records maintained by it.

All persons who desire to submit written comment, views, or argument for consideration by the Board in connection with the descriptions of the routine uses of these systems of records should file 10 copies of the same, not later than October 21, 1977, with the Executive Secretary, National Labor Relations Board, Washington, D.C. 20570. Copies of such communications will be available for examination by interested persons during normal business hours in the Office of the Executive Secretary of the Board, Room 701, 1717 Pennsylvania Avenue, N.W. Washington, D.C.

In view of the relatively minor changes made by the notices published herewith to those previously published on September 14, 1976, all persons are advised that in the absence of submitted comment, views, or argument considered by the Board as warranting modification of the notices as herewith published, it is the intention of the Board that these notices as here published shall be effective upon expiration of the comment period without further action by this Agency.

For ease of reference, the proposed changes are listed below:

NLRB—3—The heading "Categories of individuals covered by the system" has been inserted to correct an omission in the last publication.

NLRB—8—Under the heading "Categories of individuals covered by the System," the spelling of the word "glaucoma" has been corrected.

NLRB—11—The heading "Categories of individuals covered by the system" has been inserted to correct an omission in the last publication.

Information provided under the heading "Categories of records in the system" has been expanded to more clearly identify the different records maintained.

Information provided under the heading "Storage" has been changed to reflect that these records are now maintained on a computer disk file and magnetic tape rather than on punched data processing cards.

Information provided under the heading "Retrievability" has been amended to reflect the Agency's current ability to retrieve information by an individual's name.

Information provided under the heading "Safeguard" has been changed to reflect improved security procedures instituted for safeguarding these records.

NLRB—13—Under the heading "System name," the word "the" has been inserted immediately before the word "Solicitor."

Appendix—The listing of NLRB Field Offices has been updated.

Dated, Washington, D.C., August 18, 1977.
By direction of the Board.

George A. Leet,
Associate Executive Secretary.

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NLRB—1

System name: Accounting Records—Financial

System location: Current records are maintained in:

Financial Management Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Each Washington and Field Office is authorized to maintain copies of records relating to reimbursements to employees of that office and other individuals covered within system. See the attached appendix for addresses of these offices. Inactive records are stored at the appropriate Federal records center in accordance with Federal Property Management Regulations of the U.S. General Services Administration (FPMR 101-11.4).

Categories of individuals covered by the system: Individuals reimbursed for expenses in connection with the official functions of the NLRB; i.e., travel on official business, witness fees and transportation expenses, and miscellaneous expenses.

Categories of records in the system: Contains name; home or office address; organizational unit number; purpose, duration, and cost for travel assignments of Agency employees; purpose, duration, points of travel, and cost for witnesses used by the Agency; purpose, category, and cost of miscellaneous expenses incurred by agency employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. In the processing of claims for reimbursements.

b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To individuals who need the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

4. To the U.S. General Accounting Office for audit purposes or determination of validity of claims.

5. To the U.S. Department of Treasury for issuance of checks.

6. To the appropriate agency, whether Federal, state, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

7. To another agency, whether Federal, state, or local, or private organization where reimbursable arrangements exist between this Agency and such other agency or private organization.

8. 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.

9. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on original source documents except travel summary cards which are maintained on microfilm.

Retrievability: Chronologically by year, and within each year alphabetically by name.

Safeguards: Original source documents are maintained in file cabinets within the Finance Section office. Microfilm is maintained in a locked fireproof cabinet within the Services and Systems office. During duty hours cabinets are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel who have a need for access in order to perform their official functions.

Retention and disposal: Maintained and disposed of in accordance with U.S. General Accounting Office and U.S. General Service Administration retention regulations.

System manager(s) and address:

Finance Officer, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

See the attached appendix for the titles and addresses of officials at other locations responsible for this system at their locations.

Notification procedure:

1. Current NLRB employees inquiring whether this system contains records on them should direct such inquiries to their supervisors.

2. An individual other than a current NLRB employee inquiring whether this system contains a record on such individual should direct such inquiry to the "System Manager" specified above, or to the responsible official designated under "System Manager" as responsible for the system in the geographic area where the expense was incurred.

3. In determining whether this system contains records on the inquirer, the following information is required: the inquirer's name and the year about which inquiry is being made.

Access and contest:

1. An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the appropriate official or office designated under "Notification."

2. In granting access to records in this system, the following information is required: the inquirer's name and the year about which inquiry is being made.

Record source categories: Travel vouchers, witness vouchers, and lodging and miscellaneous receipts submitted by the individual; travel orders submitted by Agency officials; subpoenas; claims for reimbursement; and miscellaneous correspondence and information related thereto.

NLRB—2

System name: Applicant Files for Attorney and Field Examiner Positions, General Counsel's Staff

System location:

Office of Executive Assistant to the Associate General Counsel, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Washington and Field Offices are authorized to maintain the records or copies of the records in connection with processing of applications for employment in the Agency. See the attached appendix for addresses of the Field Offices.

Categories of individuals covered by the system: Applicants for attorney or Field Examiner positions in offices under the General Counsel.

Categories of records in the system: Contains copies of employment applications, educational transcripts, resumes, employment interview reports, and other information relative to employment.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. To process applications and evaluate applicants.

b. As a data source for management information for production of summary statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To individuals who need the information in connection with the processing of a grievance, appeal, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

4. To a congressional office from the record or an individual in response to an inquiry from the congressional office made at the request of that individual.

5. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on paper including forms, letters, and memoranda.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets. During duty hours cabinets are under surveillance of personnel charged with custody of the records and after duty hours are behind locked doors. Access to the cabinets is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained for an indefinite period of time.

System manager(s) and address:

Executive Assistant to the Associate General Counsel
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.

Record source categories: Applicants, educational institutions, interviewers, evaluators, references, previous employers.

NLRB—3

System name: Biographical Data File—Presidential Appointee

System location:

Division of Information, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Present and former Presidential appointees to NLRB positions.

Categories of records in the system: Contains biographical sketches; news releases; news articles on speeches and other newsmaking activities; photographs, and material incidental thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information in the performance of their duties.

2. To the public upon demonstrated interest.

3. 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.

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

Storage: Maintained on original sources or related papers in file folders.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets within the Division of Information offices. During duty hours, cabinets are under the surveillance of office personnel charged with custody of the records, and after duty hours are behind locked doors.

Retention and disposal: Permanently retained.

System manager(s) and address:

Director, Division of Information, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.

Record source categories: Information in this system is submitted by the individual, written by Agency staff and approved by the individual, and obtained from general news sources.

NLRB—4

System name: Claim Records

System location:

Security and Safety Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Individuals filing claims under the Federal Tort Claims Act of 1946, the Military Per-

sonnel and Civilian Employer Claims Act of 1964 and claims filed under subpart 101-39.8 of the Federal Property Management Regulations.

Categories of records in the system: Contains reports of accidents or other events causing damage or loss; statements of witnesses; claims for damage or loss; investigations of claims, including doctors' reports, if any; records on disposition of claims; and information relative to the above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:
a. In processing claims against this Agency.
b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.
2. To respond to general requests for statistical information (without personal identification of individuals).
3. To the U.S. Department of Justice for purpose of processing or adjudicating claims against the Agency.
4. To a court of competent jurisdiction for adjudicating claims.
5. To investigators utilized by the Agency to obtain information relevant to a claim against the Agency.
6. To the appropriate agency, whether Federal, state, or local, where there is an indication of violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.
7. 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.
8. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal indentifiers.
9. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on forms, documents, and other papers.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file safe within the office of the Security and Safety Branch. File safe remains locked except during access to records. During duty hours, file safe is under the surveillance of personnel charged with the custody of the records, and after duty hours is behind locked doors. Combination is known only to designated members of Security and Safety staff. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal: Retained indefinitely.

System manager(s) and address:

Chief, Security and Safety Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure: An individual inquiring whether this system contains records on such individual should direct such inquiries to the System Manager specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.

Record source categories: Claimants, investigators, and witnesses.

NLRB—5

System name: Employment and Performance Appraisals, Attorneys and Field Examiners, General Counsel's Staff

System location:

Office of Executive Assistant to Associate General Counsel, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Each Washington and Field Office is authorized to maintain copies of these records for current and former NLRB employees of that office. See the attached appendix for addresses of the Field Offices.

Categories of individuals covered by the system: Current and former attorneys and Field Examiners in offices under the general supervision of the General Counsel.

Categories of records in the system: Contains copies of employment applications, educational transcripts, resumes, employment interview reports, evaluation reports, career development appraisals, recommendations concerning promotion, correspondence, memoranda, and other information relevant thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information.
2. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
3. 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.
4. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Whenever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on paper including forms, letters, and memoranda.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets. During duty hours cabinets are under the surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained for an indefinite period of time.

System manager(s) and address:

Executive Assistant to the Associate General Counsel
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

See the attached appendix for titles and addresses of officials at other locations responsible for this system at their locations.

Notification procedure:

1. Current NLRB employees inquiring whether this system contains records on such individuals should direct such inquiries to their supervisors.
2. An individual other than a current NLRB employee inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above, or to the responsible official designated under "System Manager" as responsible for the system in the office where the individual was formerly employed.

Access and contest: An individual seeking access to, or to contest, records in this system pertaining to such individual should contact the appropriate official or office designated under "Notification."

Record source categories: The individual, educational institutions, interviewers, evaluators, references, previous employers, and supervisors.

NLRB—6

System name: Evaluations and Promotion Appraisals of Field Clericals

System location: Records are authorized to be maintained in all Regional, Subregional, and Resident Offices of the Agency at the addresses listed in the attached appendix.

Categories of individuals covered by the system: Current and former field clerical employees.

Categories of records in the system: These records consist of evaluations, memoranda, promotion appraisals, employee responses thereto, and other information relevant to the above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information to evaluate job performance, developmental needs, potential within the Agency, and readiness for promotion.
2. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
3. 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.
4. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on paper including forms, letters, and memoranda.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets in Field Offices. During duty hours under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access to the cabinets is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained and disposed of in accordance with Federal Personnel Manual instructions.

System manager(s) and address: See the attached appendix for the titles and addresses of officials responsible for this system at their locations.

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the "System Manager" of the office where employed.

Access and contest: An individual seeking access to, or to contest, records in this system pertaining to such individual should contact the appropriate official or office designated under "Notification."

Record source categories: Professional employees, office managers, and individual to whom the record pertains.

NLRB—7

System name: Grievances, Appeals, and Complaints Records

System location: Each Washington and Field Office is authorized to maintain copies of records in this system. See the attached appendix for addresses of Washington and Field Offices.

Categories of individuals covered by the system: Current and former NLRB employees

Categories of records in the system: These records consist of formal or informal grievances, appeals, and complaints, together with information and documents related thereto; letters or notices to the individual; records of hearings when conducted, materials placed in the file to support or contradict the decision or determination on such grievance, appeal, or complaint; affidavits or statements; testimonies of witnesses; investigative reports; and related correspondence and recommendations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information.
2. To respond to general requests for statistical information (without personal identification of individuals).
3. To refer, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.
4. To respond to a subpena and/or refer to an arbitrator or court of competent jurisdiction.
5. 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.
6. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
7. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on forms, documents, letters, memoranda, and other similar papers.

Retrievability: Alphabetically by name.

Safeguards: Access to and use of these records are limited to those persons whose official duties require such access until the records are required to be made public in support of an agency action or position. These records are maintained in file cabinets which during duty hours are under the surveillance of personnel charged with custody of the records and after duty hours are behind locked doors.

Retention and disposal: Maintained for an indefinite period of time.

System manager(s) and address:

1. To those employees under supervision of the General Counsel—

Deputy General Counsel, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

2. To those employees under supervision of the Board—

Solicitor, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure:

1. Inquiries from current NLRB employees on whether this system contains records on such individuals should be directed to their supervisors.
2. Inquiries from individuals other than current NLRB employees as to whether this system contains records on such individuals should be directed to the appropriate System Manager specified above.

Access and contest:

1. A current NLRB employee seeking to gain access to, or to contest, records in this system pertaining to such employee should contact his or her supervisor.
2. An individual other than a current NLRB employee seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the appropriate System Manager specified above.

Record source categories: Information in this system is obtained from the individual to whom the record pertains; Agency officials; affidavits, statements, and record testimony of individuals; and other documents and memoranda relating to the appeal, grievance, or complaint.

NLRB—8

System name: Health Maintenance Program Records

System location:

Security and Safety Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Current and former NLRB employees participating in Agency sponsored health maintenance programs, such as blood donor program, diabetes tests, glaucoma tests, and similar programs.

Categories of records in the system: Contains individuals' names and dates of participation in health maintenance programs, and the name of program in which participated. Also, for blood donor program, contains social security number, sex, donor identification number, home address and telephone, date of last donation, medications being taken, blood type, whether accepted or rejected as donor, and information relevant to the above.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. In the administration of voluntary health maintenance programs.

b. As a data source for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained (without personal identification of individuals).

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To the International Red Cross insofar as the records or information pertain to the blood donor program.

4. To the U.S. Department of Health, Education, and Welfare insofar as the records or information pertain to public health service programs administered by that Department.

5. 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.

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

Storage: Maintained on logs, forms, and other papers.

Retrievability: By program name and within each program alphabetically by name.

Safeguards: Maintained in file safe within the office of the Security and Safety Branch. File safe remains locked except during access to records. During duty hours, file safe is under the surveillance of personnel charged with the custody of the records, and after duty hours is behind locked doors. Combination is known only to designated members of Security and Safety staff. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal: Retained indefinitely.

System manager(s) and address:

Chief, Security and Safety Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure:

1. An individual inquiring whether this system contains records on such individual should direct such inquiries to the System Manager specified above.

2. In determining whether this system contains records on the inquirer, the following information is required: the inquirer's name and the particular health maintenance program about which inquiry is being made.

Access and contest:

1. An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.

2. In granting access to records in this system, the following information is required: the inquirer's name and the particular health maintenance program about which inquiry is being made.

Record source categories: Information submitted by individual; officials of the servicing Health Units; International Red Cross.

NLRB—9

System name: Occupational Injury and Illness Records

System location:

Security and Safety Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Each Washington and Field Office is authorized to maintain copies of records in this system. See the attached appendix for addresses of Field Offices.

Categories of individuals covered by the system: Current and former NLRB employees who have reported a work-related injury or illness.

Categories of records in the system: Contains records pertaining to the complete history of the employee's occupational injury or illness, including any doctors' or investigative reports submitted, and the disposition of claims for compensation filed under the Federal Employees Compensation Act and information relative thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. In processing reports of occupational injury or illness and claims for compensation under the Federal Employees Compensation Act.

b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To the U.S. Department of Labor for purposes of adjudicating claims for compensation under the Federal Employees Compensation Act.

4. To the U.S. Department of Health, Education and Welfare in the administration of public health services programs.

5. To a court of competent jurisdiction for adjudicating claims arising under the Federal Employees Compensation Act.

6. To an investigator utilized by the Agency to obtain information relevant to a claim arising under the Federal Employees Compensation Act.

7. To the appropriate agency, whether Federal, state, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

8. 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.

9. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

10. To individuals who need the information in connection with the processing of an appeal, grievance or complaint. Wherever feasible such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on forms and related correspondence.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file safe within the Security and Safety Office. File safe remains locked except during access. During duty hours file safe is under the surveillance of personnel charged with the custody of the records, and after duty hours is behind locked doors. Combination is known only to designated members of Security and Safety staff. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal: Retained indefinitely.

System manager(s) and address:

Chief, Security and Safety Branch, NLRB
1717 Pennsylvania Avenue N.W.
Washington, D.C. 20570

See the attached appendix for the titles and addresses of officials at other locations responsible for this system at their locations.

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.

Record source categories: Forms completed by the employee; witnesses; investigators; employee's supervisor; claims examiners of the U.S. Department of Labor; and doctors' statements, if any.

NLRB—10

System name: Pay Records—Retirement

System location:

Financial Management Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Current NLRB employees under the Civil Service Retirement System.

Categories of records in the system: Contains name; previous name if any; social security number; sex; birth date; entrance-on-

duty date; employment history, including prolonged leave without pay; and monetary contributions to retirement fund made during employment, and information relevant thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. To administer the Civil Service Retirement System within the Agency.

b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies;

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To the U.S. Civil Service Commission for administering the Civil Service Retirement System.

4. To the U.S. General Accounting Office for audit purposes.

5. To the appropriate agency, whether Federal, state, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

6. 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.

7. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

8. To individuals who need the information in connection with the processing of an appeal, grievance or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on employment history cards and source documents.

Retrievability: By organizational unit and within each unit alphabetically by name.

Safeguards: Maintained in file cabinets within the Payroll and Reports Section office. During duty hours file cabinets are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel who have a need for access to perform their official functions.

Retention and disposal: Maintained only on current employees. Transferred to the U.S. Civil Service Commission upon termination of service with the Agency.

System manager(s) and address:

Finance Officer, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure:

1. An individual inquiring whether this system contains a record on such individual should direct such inquiries to the System Manager designated above.

2. In determining whether this system contains records on the inquirer, the following information is required; the inquirer's name and the organizational unit in which currently employed.

Access and contest:

1. An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager, specified above.

2. In granting access to records in this system, the following information is required: the inquirer's name and the year about which inquiry is being made.

Record source categories: Personnel Office, timekeepers, and supervisors.

NLRB—11

System name: Payroll-Data Processing File

System location:

Data Systems Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Current and former NLRB employees.

Categories of records in the system: Contains each employee's name, home address, payroll identification number, organizational unit number, block number, pay plan, grade and step, employee code, social security number, state identification code and name, leave earned and used, composite designator code and account number; and for the current pay period, quarterly and year-to-date, hours worked, base pay, overtime pay, premium pay, miscellaneous pay, gross earnings, net earnings, and all withholdings from pay including retirement, taxes (Federal, state, and local), FICA, exemptions (Federal, state and local), life, group, and optional insurance, bonds (authorization number and date of issuance), and miscellaneous allotments and deductions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:

a. In providing data conversion services for the Agency.

b. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the functions for which the records are collected and maintained, or for related personnel management functions or manpower studies.

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To the U.S. Department of Treasury for preparation and issuance of payroll checks.

4. 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.

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

Storage: Maintained on a computer disk file with two magnetic tape backups.

Retrievability: By employee number in conjunction with unit numbers, social security number or alphabetically by name.

Safeguards: All doors to the computer room are installed with combination locks and during duty hours the computer and magnetic tape backup are under surveillance of office personnel charged with custody of the records. After duty hours all doors remain locked. Access is limited to authorized personnel only. Use of the machines for information printouts is restricted to designated personnel.

Retention and disposal: Retained and disposed of in accordance with Federal Property Management Regulations of U.S. General Services Administration (FPMR 101-11.4)

System manager(s) and address:

Chief, Data Systems Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570 0

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the Finance Officer, 1717 Pennsylvania Avenue, N.W., Washington, D.C. 20570.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the Finance Officer, 1717 Pennsylvania Avenue, N.W., Washington, D.C. 20570.

Record source categories: Forms submitted by Financial Management Branch, NLRB.

NLRB—12

System name: Payroll—Finance Records

System location: Current records are maintained in:

Financial Management Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Inactive records are stored at the appropriate Federal records center in accordance with Federal Property Management Regulations of the U.S. General Services Administration (FPMR 101-11.4).

Categories of individuals covered by the system: Current and former employees of the Agency.

Categories of records in the system: Contains name, home address, payroll identification number, organizational unit number,

pay grade and step, annual salary, for the current pay period, hours worked, base pay overtime pay, premium pay, and miscellaneous pay, and for the current pay period and year to date, gross earnings, net earnings, and all withholdings from pay including retirement, taxes (Federal, state, and local), FICA, and miscellaneous allotments and deductions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records, or information therefrom, are disclosed:

1. To Agency officials and employees who have a need for the records or information:
   a. To compile payroll records.
   b. To maintain Agency salary and expense accounts.
   c. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.
   d. To transfer information from the records to the individual to whom the record pertains.
2. To respond to general requests for statistical information (without personal identification of individuals).
3. To individuals who need the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
4. To the U.S. Department of the Treasury for payroll purposes.
5. To the U.S. Civil Service Commission concerning pay, benefits, retirement deductions and other information necessary for the Commission to carry out its Government-wide personnel management functions.
6. To state and local authorities for the purposes of verifying tax collections, unemployment compensation claims, and administering public assistance programs.
7. To the U.S. Department of Health, Education, and Welfare for the administration of the social security program.
8. To the U.S. Department of Labor for processing or adjudicating claims under the Federal Employees Compensation Act.
9. To the U.S. General Accounting Office for audit purposes.
10. To the appropriate agency, whether Federal, state, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.
11. 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.
12. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on original source documents except: employee earning ledgers maintained on magnetic strip cards and microfilm; employee net pay data maintained on punched cards.

Retrievability: Employee payroll file maintained chronologically by year, and within each year by organizational unit, and within each unit alphabetically by name.

Safeguards: Maintained in file cabinets, except microfilm is maintained in a locked fireproof metal cabinet. During duty hours cabinets are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Payroll records retained and disposed of in accordance with the applicable General Accounting Office and General Services Administration retention schedules. Microfilm and magnetic strip ledgers are maintained for 56 years after the last entry of data.

System manager(s) and address:

Finance Officer, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure:

1. An individual inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above.
2. In determining whether this system contains records on the inquirer, the following information is required: the inquirer's name; the year about which inquiry is being made; and, for records other than the payroll file, the organizational unit or units in which employed during that year.

Access and contest:

1. An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the System Manager specified above.
2. In granting access to records in this system, the following information is required: the inquirer's name; the year about which inquiry is being made; and for records other than the payroll file, the organizational unit or units in which employed during that year.

Record source categories: Documents submitted by the individual, the personnel office, timekeepers, and supervisors; U.S. Civil Service Commission bulletins; taxing authority notices; and withholding authorizations.

NLRB—13

System name: Performance Appraisals—Attorneys on Board Members' Staffs and in the Office of the Solicitor

System location:

Office of Executive Secretary, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Currently employed attorneys on Board Members' staffs or in the Office of the Solicitor

Categories of records in the system: Contains forms completed by supervisors evaluating performance of subordinates, including narrative comments and recommendations on problems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information in the performance of their duties.
2. To individuals who have a need for the information in connections with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
3. 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.
4. To officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: On performance appraisal forms.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets in the Office of the Executive Secretary. During duty hours cabinets are under surveillance of personnel charged with custody of the records and after duty hours are behind locked doors. Access is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained only while individual is employed on a Board Member's staff or in the Office of the Solicitor.

System manager(s) and address:

Deputy Executive Secretary, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the "System Manager" specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the "System Manager" specified above.

Record source categories: Supervisors.

NLRB—14

System name: Prefiling Communications

System location: Records are authorized to be maintained in all Field Offices of the Agency, at the addresses listed in the attached appendix, and Office of the General Counsel at 1717 Pennsylvania Avenue, N.W., Washington, D.C. 20570.

Categories of individuals covered by the system: Persons who have sought assistance regarding possible institution of an unfair labor practice, representation, or other civil action or proceeding before the National Labor Relations Board.

Categories of records in the system: These records, consisting of file memoranda detailing the substance of oral communications, letters of inquiry, and responses thereto, may contain information relating to an individual's employment history, job performance, earnings, home address, telephone number, union activity, or other information relevant to a potential action or proceeding before the National Labor Relations Board.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

1. These records or information therefrom are disclosed to Agency officials and employees who have a need for the records or information in the processing of cases before the Agency.
2. These records or information therefrom may be referred, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, to the appropriate agency, whether Federal, state, or local, 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.
3. Disclosures may also 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.

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

Storage: Maintained in paper form in file folders.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinets in the nonpublic area of the office under the immediate control of the System Manager. During duty hours cabinets are under surveillance of personnel charged with custody of the records and after duty hours are behind locked doors.

Retention and disposal: In the event a civil action or proceeding is instituted prior to the record being destroyed, the record is placed in the case file which is not indexed by the name of the individual. In the event no action or proceeding is instituted, the records are destroyed after varying periods of time; however, not longer than 2 years.

System manager(s) and address:

General Counsel, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

See the attached appendix for titles and addresses of officials responsible for this system at their locations.

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the General Counsel or to the appropriate Regional Director, Officer-in-Charge, or Resident Officer of the Agency office where the individual sought or was referred to for assistance, at the address of that office specified in the attached appendix.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the appropriate official or office designated under "Notification."

Record source categories: Individual who seeks assistance.

NLRB—15

System name: Promotion Appraisals Washington—Clericals and Nonlegal Professionals.

System location:

Personnel Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Categories of individuals covered by the system: Applicants for postings for nonlegal professional positions, clerical positions in Washington, and for field positions posted and/or evaluated in Washington, who meet the minimum standards for eligibility for the posted position.

Categories of records in the system: Contains appraisals, including narrative comments, on applicants' promotion potential for the posted positions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who need the records or information to evaluate and select applicants for posted positions.
2. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.
3. To a congressional office from the record of an individual in response to in inquiry from the congressional office made at the request of that individual.
4. To officials of Labor Organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: On promotion appraisal forms, letters, or memoranda.

Retrievability: Alphabetically by name.

Safeguards: Maintained in file cabinet in Personnel Branch. During duty hours cabinets are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained and disposed of in accordance with Federal Personnel Manual instructions.

System manager(s) and address:

Chief, Operations Section
Personnel Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Notification procedure: An individual inquiring whether this system contains a record on such individual should direct such inquiry to the System Manager specified above.

Access and contest: An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the system Manager specified above.

Record source categories: Supervisors.

NLRB—16

System name: Time and Attendance Records, NLRB

System location: Current records are maintained in :

Financial Management Branch, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Each Washington and Field Office maintains a copy of time and attendance records for current employees in that office, and is authorized to retain such records on former employees of that office. See the attached appendix for addresses of these offices.

Inactive records are stored at the appropriate Federal records center in accordance with Federal Property Management Regulations of the U.S. General Services Administration (FPMR 101-11.4).

Categories of individuals covered by the system: Current and former employees of the Agency.

Categories of records in the system: Contains name; home address; organizational unit number; payroll identification number; entrance-on-duty date; time worked, including regular hours, overtime, compensatory time, and premium pay status; leave earned and used; absences without leave; and doctors' certificates, when required.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: These records or information therefrom are disclosed:

1. To Agency officials and employees who have a need for the records or information:
   a. In the compilation of biweekly payrolls.
   b. To maintain leave accounts.

c. As a data source for management information for production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related personnel management functions or manpower studies.

2. To respond to general requests for statistical information (without personal identification of individuals).

3. To another Federal Government agency in connection with the transfer of an NLRB employee to that agency.

4. To the U.S. Civil Service Commission for administering the Civil Service Retirement System.

5. To the U.S. General Accounting Office for audit purposes.

6. To another Government agency or private organization in connection with an agreement under the Intergovernmental Personnel Act.

7. To the U.S. Department of Labor for processing or adjudicating claims under the Federal Employees Compensation Act.

8. To the appropriate agency, whether Federal, state, or local, where there is an indication of a violation or potential violation of law, whether civil, criminal, or regulatory in nature, charged with the responsibility of investigating or prosecuting such violation or enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

9. 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. To individuals who have a need for the information in connection with the processing of an appeal, grievance, or complaint. Wherever feasible, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

11. To officials of labor organizations recognized under Executive Order 11491, as amended, where relevant and necessary to their duties of exclusive representation of NLRB employees under the Order. Wherever feasible and consistent with responsibilities under the Order, such information shall be furnished in depersonalized form, i.e., without personal identifiers.

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

Storage: Maintained on Standard Form 1130 and related forms and papers, and on microfilm.

Retrievability: Chronologically by year, and within each year by organizational unit, and within each unit alphabetically by name.

Safeguards: Original source documents or copies thereof are maintained in file cabinets. Microfilm is maintained in locked fireproof metal cabinet. During duty hours cabinets are under surveillance of personnel charged with custody of the records, and after duty hours are behind locked doors. Access is limited to personnel having a need for access to perform their official functions.

Retention and disposal: Retained and disposed of in accordance with General Accounting Office and General Services Administration retention schedules. Original source documents are retained within the Agency for 3 years and then transferred to the appropriate Federal record center for the balance of the retention period. Microfilm records are maintained within the Agency for the full period specified in the appropriate retention schedule.

System manager(s) and address:

Finance Officer, NLRB
1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

See the attached appendix for the titles and addresses of officials at other locations responsible for this system at their locations.

Notification procedure:

1. Current NLRB employees inquiring whether this system contains records on such individuals should direct such inquiries to their supervisors.

2. An individual other than a current NLRB employee inquiring whether this system contains a record on such individual should direct such inquiry to the "System Manager" specified above, or official designated under "System Manager" as responsible for this system in the office where the individual was previously employed.

3. In determining whether this system contains records on the inquirer, the following information is required: year about which inquiry is being made, and inquirer's name and organizational unit or units in which employed during that year.

Access and Contest:

1. An individual seeking to gain access to, or to contest, records in this system pertaining to such individual should contact the appropriate official or office designated under "Notification."

2. In granting access to records in this system, the following information is required: year about which inquiry is being made, and inquirer's name and organizational unit or units in which employed during that year.

Record source categories: Individual to whom the record pertains, timekeeper or supervisor, doctors' statements.

APPENDIX

Names and Addresses of NLRB Offices referenced in Notices of Record Systems shown above:

NLRB HEADQUARTERS OFFICES

Offices of the Board
Members of the Board
Solicitor
Director, Division of Information
Executive Secretary, Office of the Executive Secretary
Office of the General Counsel
General Counsel
Associate General Counsel, Division of Operations Management
Associate General Counsel, Division of Advice
Associate General Counsel, Division of Enforcement Litigation
Director, Office of Appeals
Director Division of Administration
Director, Equal Employment Opportunity
Address: 1717 Pennsylvania Avenue, N.W.
Washington, D.C. 20570

Chief Administrative Law Judge, Division of Administrative Law Judges
Address: 1231—25th Street, N.W.
Washington, D.C. 20037

West Coast Presiding Judge (San Francisco office) Division of Administrative Law Judges
Address: Suite 12054, Federal Building
450 Golden Gate Avenue, Box 36006
San Francisco, California 94102

NLRB FIELD OFFICES

Regional Director
National Labor Relations Board
Region 1
12th Floor, Keystone Building
99 High Street
Boston, Massachusetts 02110

Regional Director
National Labor Relations Board
Region 2
3614 Federal Building
26 Federal Plaza
New York, New York 10007

Regional Director
National Labor Relations Board
Region 3
Fed. Bldg., Room 901
111 West Huron St.
Buffalo, NY 14202

Regional Director
National Labor Relations Board
Region 4
William J. Green Jr., Fed. Bldg.
600 Arch St., Room 4400
Philadelphia, PA 19106

Regional Director
National Labor Relations Board
Region 5
Edward A. Garmatz Fed. Bldg.
101 W. Lombard St.
Baltimore, MD 21201

Regional Director
National Labor Relations Board
Region 6
Porter Bldg., 10th Floor
601 Grant St.
Pittsburgh, PA 15219

National Labor Relations Board
Region 7
Patrick V. McNamara Fed. Bldg., Rm. 300
477 Michigan Ave.
Detroit, MI 48226

National Labor Relations Board
Region 8
Anthony J. Celebrezze Fed. Bldg.
1240 E. 9th St., Rm. 1695
Cleveland, OH 44199

Regional Director
National Labor Relations Board
Region 9
3003 Federal Office Building
550 Main Street
Cincinnati, Ohio 45202

Regional Director
National Labor Relations Board
Region 10
701 Peachtree Building
730 Peachtree Street NE.
Atlanta, Georgia 30308

Regional Director
National Labor Relations Board
Region 11
447 Federal Building
251 North Main Street
Winston-Salem, North Carolina 27101

Regional Director
National Labor Relations Board
Region 12
Fed. Office Bldg., Rm. 706
500 Zack St.
Tampa, FL 33602

Regional Director
National Labor Relations Board
Region 13
Everett McKinley Dirksen Building
219 South Dearborn Street
Chicago, Illinois 60604

Regional Director
National Labor Relations Board
Region 14
Room 448
210 North 12th Boulevard
St. Louis, Missouri 63101

Regional Director
National Labor Relations Board
Region 15
2700 Plaza Tower
1001 Howard Avenue
New Orleans, Louisiana 70113

Regional Director
National Labor Relations Board
Region 16
8A24 Federal Office Building
819 Taylor Street
Fort Worth, Texas 76102

Regional Director
National Labor Relations Board
Region 17
616 Two Gateway Center
Fourth at State
Kansas City, Kansas 66101

Regional Director
National Labor Relations Board
Region 18
316 Federal Building
110 South Fourth Street
Minneapolis, Minnesota 55401

Regional Director
National Labor Relations Board
Region 19
Fed. Bldg., Rm. 2948
915 2d Ave.
Seattle, WA 98174

Regional Director
National Labor Relations Board
Region 20
13018 Federal Building, Box 36047
450 Golden Gate Avenue
San Francisco, California 94102

Regional Director
National Labor Relations Board
Region 21
600 Eastern Columbia Building
849 South Broadway
Los Angeles, California 90014

Regional Director
National Labor Relations Board
Region 22
1600 Federal Building
970 Broad Street
Newark, New Jersey 07102

Regional Director
National Labor Relations Board
Region 23
920-One Allen Center
500 Dallas Avenue
Houston, Texas 77002

Regional Director
National Labor Relations Board
Region 24
Federal Building
U.S. Courthouse, 5th Floor
Carlos E. Chardon Ave.
Hato Rey, PR 00918

Regional Director
National Labor Relations Board
Region 25
232 Federal Office Building
575 North Pennsylvania Street
Indianapolis, Indiana 46204

Regional Director
National Labor Relations Board
Region 26
Mid-Memphis Tower
1407 Union Avenue, Eighth Floor
Memphis, TN 38104

Regional Director
National Labor Relations Board
Region 27
U.S. Custom House, Rm. 260
721 19th St.
Denver, CO 80202

Regional Director
National Labor Relations Board
Region 28
La Torre Building
6107 North 7th St.
Phoenix, AZ 85014

Regional Director
National Labor Relations Board
Region 29
Fourth Floor
16 Court Street
Brooklyn, New York 11241

Regional Director
National Labor Relations Board
Region 30
230 Commerce Building
744 North Fourth Street
Milwaukee, Wisconsin 53203

Regional Director
National Labor Relations Board
Region 31
12100 Federal Building
11000 Wilshire Boulevard
Los angeles, California 90024

Officer-in-Charge
National Labor Relations Board
Subregion 36
310 Six Ten Broadway Building
610 S.W. Broadway
Portland, Oregon 97205

Officer-in-Charge
National Labor Relations Board
Subregion 37
300 Ala Moana Boulevard
Room 7138
Honolulu, HI 96850

Officer-in-Charge
National Labor Relations Board
Subregion 38
10th Floor
Savings Center Tower
411 Hamilton Avenue
Peoria, Illinois 61602

Resident Officer
National Labor Relations Board
Resident Office—Region 3
New Federal Building
Clinton Avenue at North Pearl Street
Albany, New York 12207

Resident Officer
National Labor Relations Board
Resident Office—Region 5
Gelman Building
2120 L Street, N.W.
Washington, D.C. 20570

Resident Officer
National Labor Relations Board
Resident Office—Region 10
2102 City Federal Building
2026 Second Avenue North
Birmingham, Alabama 35203

Resident Officer
National Labor Relations Board
Resident Office—Region 12
Suite 410, 1570 Madruga Avenue
Coral Gables, Florida 33146

Resident Officer
National Labor Relations Board
Resident Office—Region 12
278 Federal Building
400 West Bay Street, Box 35091
Jacksonville, Florida 32202

Resident Officer
National Labor Relations Board
Resident Office—Region 16
Skyline East Bldg., 1st Fl. So. Tower
6128 East 38th Street
Tulsa, OK 74135

Resident Officer
National Labor Relations Board
Resident Office—Region 19
Hill Building, Room 409
632 West Sixth Avenue
Anchorage, Alaska 99501

Resident Officer
National Labor Relations Board
Resident Office—Region 23
Federal Building, Room A509
727 East Durango Boulevard
San Antonio, Texas 78206

Resident Officer
National Labor Relations Board
Resident Office—Region 26
3511 Federal Building
700 West Capitol Avenue
Little Rock, Arkansas 72201

Resident Officer
National Labor Relations Board
Resident Office—Region 26
Fed. Bldg., Rm. A-702
U.S. Courthouse
Nashville, TN 37203

Resident Officer
National Labor Relations Board
Resident Office—Region 28
307 Pershing Building
4100 Rio Bravo Street
El Paso, Texas 79902

Resident Officer
National Labor Relations Board
Resident Office—Region 28
Patio Plaza Building, Upper Level
5000 Marble Avenue, NE.
Albuquerque, New Mexico 87110

Resident Officer
National Labor Relations Board
Resident Office—Region 31
Room 4-503
300 Las Vegas Boulevard South
Las Vegas, Nevada 98101

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Title 15—Department of Commerce

SUBTITLE A—OFFICE OF THE SECRETARY OF COMMERCE

PART 4b—PRIVACY ACT

Sec.

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AUTHORITY: 5 U.S.C. 552a; 5 U.S.C. 553; 5 U.S.C. 552; 5 U.S.C. 301; 44 U.S.C. 3101; Reorganization Plan No. 5 of 1950.

§ 4b.1 Purpose and scope.

(a) The purpose of this part is to establish policies and procedures for implementing the Privacy Act of 1974 (Pub. L. 93-579), particularly 5 U.S.C. 552a as added by the Act. The main objectives are to facilitate full exercise of rights conferred on individuals under the Act and to ensure the protection of privacy as to individuals on whom the Department maintains records in systems of records under the Act. The Department accepts the responsibility to act promptly and in accordance with the Act upon receipt of any inquiry, request or appeal from a citizen of the United States or an alien lawfully admitted for permanent residence into the United States, regardless of the age of the individual.

Further, the Department accepts the obligations to maintain only such information on individuals as is relevant and necessary to the performance of its lawful functions, to maintain that information with such accuracy, relevancy, timeliness, and completeness as it reasonably necessary to assure fairness in determinations made by the Department about the individual, to obtain information from the individual to the extent practicable, and to take every reasonable step to protect that information from unwarranted disclosure. The Department will maintain no record describing how an individual exercises rights guaranteed by the First Amendment unless expressly authorized by statute or by the individual about whom the record is maintained or unless pertinent to and within the scope of an authorized law enforcement activity. An individual's name and address will not be sold or rented by the Department unless such action is specifically authorized by law; however, this provision shall not be construed to require the withholding of names and addresses otherwise permitted to be made public.

(b) This part applies to all units in the Department in order to assure the maximum amount of uniformity and consistency within the Department in its implementation of the Act. The units of the Department may promulgate supplementary orders and rules not inconsistent with this part.

(c) The Assistant Secretary for Administration is delegated responsibility for maintaining this part, for issuing such orders and directives internal to the Department as are necessary for full compliance with the Act, and for effecting publication of all required notices concerning systems of records.

(d) Matters outside the scope of this part include the following:

(1) Requests under the Freedom of Information Act (5 U.S.C. 552) and Part 4 of this title;

(2) Requests involving information pertaining to an individual which is in a record or file but not within the scope of a system of records notice published in the FEDERAL REGISTER.

(3) Requests to correct a record where a grievance procedure is available to the individual either by regulation or by provision in a collective bargaining agreement with the Department or a unit of the Department, and the individual has initiated, or has expressed in writing the intention of initiating, such grievance procedure. An individual selecting the grievance procedure waives the use of the procedures in this part to correct or amend a record; and,

(4) Requests for employee-employer services and counseling which were routinely granted prior to enactment of the Act, including, but not limited to, test calculations of retirement benefits, explanations of health and life insurance programs, and explanations of tax withholding options.

(e) The selection of the appropriate method for processing an individual's request for records depends on the status or capacity of the individual, the wording of the request and the character of the records requested. The Department anticipates the following situations and will undertake processing as indicated:

(1) Requester is the individual to whom the record pertains and the requester expressly states only that the request is under the Act—The request will be processed under the Act and this part;

(2) Requester is the individual to whom the record pertains and the requester expressly states only that the request is under the Freedom of Information Act—The request will be processed under the Freedom of Information Act and the Department's implementing regulations (Part 4 of this chapter);

(3) Requester is the individual to whom the record pertains and the requester expressly states that the request is under both the Act and the Freedom of Information Act—The request will be processed concurrently under both statutes and the Department's respective implementing regulations;

(4) Requester is the individual to whom the record pertains and the requester fails to specify whether the request is under the Act or the Freedom of Information Act or both—The Department will respond to the requester and ask for clarification of the requester's intention as to processing. The request will not be deemed to have been "received" for purposes of measuring time periods for response until the clarification actually has been received by the appropriate official of the Department; and,

(5) Requester (i) is not an individual or (ii) is an individual but not the individual to whom the record pertains or one asserting parentage or guardianship as permitted under the Act—The request will be processed under the Freedom of Information Act and the Department's implementing regulations or under other applicable procedures.

§ 4b.2 Definitions.

(a) All terms used in ths part which are definied in 5 U.S.C. 552a shall have the same meaning herein.

(b) As used in this part:

(1) The term "Act" means the "Privacy Act of 1974," Pub. L. 93-579.

(2) The term "appeal" means the request by an individual that an initial denial of a request for correction or amendment by that individual be reviewed and reversed.

(3) The term "Department" means the Department of Commerce.

(4) The term "inquiry" means either a request for general information regarding the Act and this part or a request by an individual (or that individual's parent or guardian) that the Department determine whether it has any record in a system of records which pertains to that individual.

(5) The term "person" means any human being and also shall include but not be limited to, corporations, associations, partnerships, trustees, receivers, personal representatives, and public or private organizations.

(6) The term "Privacy Appeals Officer" means those officials, identified in Appendix B to this part, who are authorized to receive and act upon appeals from an initial denial of a request for correction or amendment.

(7) The term "Privacy Officer" means those officals, identified in Appendix A to this part, who are authorized to receive and act upon inquiries, requests for access, and requests for correction or amendment.

(8) The term "request for access" means a request by an individual to see a record which is in a particular system of records and which pertains to that individual.

(9) The term "request for correction or amendment" means the request by an individual that the Department change (either by correction, amendment, addition or deletion) a particular record in a system of records which pertains to that individual.

(10) The term "unit of the Department" and "unit" means the office of the Secretary of Commerce and operating units of the Department as defined in Department Organization Order 1-1, "Mission and Organization of the Department of Commerce" (35 FR 19704, December 27, 1970).

§ 4b.3 Procedures for inquiries pertaining to individual records in a record system.

(a) Any individual, regardless of age, who is a citizen of the United States or an alien lawfully admitted for permanent residence into the United States may submit an inquiry to the Department. The inquiry should be made either in person or by mail addressed to the appropriate Privacy Officer identified in Appendix A to this part or to the official identified in the notification procedures paragraph of the systems of records notice published in the FEDERAL REGISTER. If an individual believes the Department maintains a record pertaining to that individual but does not know which system of records might contain such a record and/or which unit of the Department maintains the system of records, assistance in person or by mail will be provided at the first address listed in Appendix A to this part. The offices of Privacy Officers are open to the public between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday (except holidays).

(b) The processing of inquiries submitted by mail will be facilitated if the words "PRIVACY ACT INQUIRY" appear in capital letters on the face of the envelope.

(c) The Department has an official form for making inquiries and requests, a facisimile of which is Appendix D to this part. Its use is urged. Copies may be obtained by contacting any of the officials in Appendix A to this part. Copies also may be obtained by contacting any facility of the Department which offers direct services to the public. Please consult your telephone directory under the listing "United States Government—Commerce Department."

(d) If, for some reason, an individual is unable to use the Department's official form, the letter should bear the words "PRIVACY ACT INQUIRY" in capital letters at the top. If the inquiry is for general information regarding the Act and this part, no particular information is required. If the inquiry is a request that the Department determine whether it has, in a given system of records, a record which pertains to the individual, the following information should be submitted:

(1) Name of individual whose record is sought;

(2) Individual whose record is sought is either a U.S. citizen or an alien lawfully admitted for permanent residence;

(3) Identifying data that will help locate the record (for example, maiden name, occupational license number, period or place of employment, etc.);

(4) Record sought, by description and by record system name, if known;

(5) Action requested (that is, send information on how to exercise rights under the Act; does requested record exist; access to requested record; or copy of requested record);

(6) Copy of court guardianship order or minor's birth certificate, as provided in § 4b.4(f)(3), but only if requester is guardian or parent of individual whose record is sought;

(7) Requester's name (printed), signature, address, and telephone number (optional);

(8) Date; and,

(9) Certification of request by notary or other official, but only if (i) request is for notification that requested record exists, for access to requested record or for copy of requested record; (ii) record is not available to any person under 5 U.S.C. 552; and (iii) requester does not appear before an employee of the Department for verification of identity.

The Department reserves the right to require compliance with the identification procedures appearing at § 4b.4(f) where circumstances warrant.

(e) Any inquiry which is not addressed as specified in paragraph (a) of this section or which is not marked as specified in paragraphs (b) and (d) of this section will be so addressed and marked by Department personnel and forwarded immediately to the responsible Privacy Officer. An inquiry which is not properly addressed by the individual will not be deemed to have been "received" for purposes of measuring time periods for response until actual receipt by the Privacy Officer. In each instance when an inquiry so forwarded is received, the Privacy Officer shall notify the individual that his or her inquiry was improperly addressed and the date when the inquiry was received at the proper address.

(f) (1) Each inquiry received shall be acted upon promptly by the responsible Privacy Officer. Every effort will be made to respond within ten days (excluding Saturdays, Sundays and holidays) of the date of receipt. If a response cannot be made within ten days, the Privacy Officer shall send an acknowledgment during that period providing information on the status of the inquiry and asking for such further information as may be necessary to process the inquiry. The first correspondence sent by the Privacy Officer to the requester shall contain the Department's control number assigned to the request, as well as a note that the requester should use that number in all future contacts in order to facilitate processing. The Department shall use that control number in all subsequent correspondence.

(2) If the Privacy Officer fails to send an acknowledgment within ten days, as provided above, the requester may ask the responsible Privacy Appeals Officer, identified in Appendix B to this part, to take corrective action. No failure of a Privacy Officer to send an acknowledgment shall confer administrative finality for purposes of judicial review.

(g) An individual shall not be required to state a reason or otherwise justify his or her inquiry.

(h) Special note should be taken of the fact that certain agencies are responsible for publishing notice of systems of records having Government-wide application to other agencies, including the Department. The agencies known to be publishing these general notices and the types of records covered therein appear in Appendix C to this part. These general notices do not identify the Privacy Officers in the Department to whom inquiries should be presented or mailed. The provisions of this section, and particularly paragraph (a) of this section, should be followed in making inquiries with respect to such records. Such records in the Department are subject to the provisions of this part to the exetnt indicated in Appendix C to this part. The exemptions, if any, determined by the agency publishing a general notice shall be invoked and applied by the Department after consultation, as necessary, with that other agency.

§ 4b.4 Times, places, and requirements for identification of individuals making requests for access.

(a) Any individual, regardless of age, who is a citizen of the United States or an alien lawfully admitted for permapart. The offices of Privacy Officers are may submit a request for access to records to the Department. The request should be made either in person or by mail addressed to the responsible Privacy Officer identified in Appendix A to this part. The offices of Privacy Officers are open to the public between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday (excluding holidays).

(b) The Department has an official form for making requests, a facsimile of which is Appendix D to this part. It's use is urged. Copies may be obtained by contacting any of the officials listed in Appendix A to this part. Copies also may be obtained by contacting any facility of the Department which offers direct services to the public. Please consult your telephone directory under the listing "United States Government—Commerce Department."

(c) The processing of requests submitted by mail will be facilitated if the words "PRIVACY ACT REQUEST" appear in capital letters on the face of the envelope. If, for some reason, an individual is unable to use the Department's official form the letter should bear the words "PRIVACY ACT REQUEST" in capital letters at the top.

(d) Any request which is not addressed as specified in paragraph (a) of this section or which is not marked as specified in paragraph (c) of this section will be so addressed and marked by Department personnel and forwarded immediately to the responsible Privacy Officer. A request which is not properly addressed by the individual will not be deemed to have been "received" for purposes of measur-

ing time periods for response until actual receipt by the Privacy Officer. In each instance when a request so forwarded is received, the Privacy Officer shall notify the individual that his or her request was improperly addressed and the date when the request was received at the proper address.

(e) If the request follows inquiry under § 4b.3 in connection with which the individual's identity was established by the Department, the individual need only indicate the record to which access is sought, give the Department control number assigned to the request, and sign and date the request. If the request is not preceded by an inquiry under section 4b.3, the procedures of either § 4b.3(c) or § 4b.3(d) of this part should be followed.

(f) The requirements for identification of individuals seeking access to records are as follows:

(1) *In person.* Each individual making a request in person shall be required to present satisfactory proof of identity. The means of proof, in the order of preference and priority, are:

(i) A document bearing the individual's photograph (for example, driver's license, passport or military or civilian identification card);

(ii) A document, preferably issued for participation in a Federally sponsored program, bearing the individual's signature (for example, unemployment insurance book, employer's identification card, national credit card, and professional, craft or union membership card); and,

(iii) A document bearing neither the photograph nor the signature of the individual, preferably issued for participation in a Federally sponsored program (for example, Medicaid card).

In the event the individual can provide no suitable documentation of identity, the Department will require a signed statement asserting the individual's identity and stipulating that the individual understands the penalty provision of 5 U.S.C. 552a(i)(3) recited in § 4b.12(a). For the convenience of the public, and in addition to the Privacy Officers listed in Appendix A to this part, most facilities which are open to the public and operated by the Department outside Metropolitan Washington, D.C. have employees authorized to determine the identity of an individual. However, such employees are not authorized to take any other action with respect to a request except to transmit the request to the responsible Privacy Officer. In order to avoid any unwarranted disclosure of an individual's records, the Department reserves the right to determine the adequacy of proof of identity offered by any individual, particularly when the request involves a sensitive record.

(2) *Not in person.* If the individual making a request does not appear in person before a Privacy Officer or other employee authorized to determine identity, a certificate of a notary public or equivalent officer empowered to administer oaths must accompany the request under the circumstances prescribed in § 4b.3(d)(9). The Department's official form for requests contains a certificate. If, for some reason, the individual is unable to use the official form, the certificate within or attached to the letter must be substantially in accord with the following text:

City of _____
County of_____ :ss

(Name of individual), who affixed (his) (her) signature below in my presence, came before me, a (title), in and for the aforesaid County and State, this _____ day of _____, 19____, and established (his) (her) identity to my satisfaction.

My commission expires _____

(Signature)

(3) *Parents of minors and legal guardians.* An individual acting as the parent of a minor or the legal guardian of the individual to whom a record pertains shall establish his or her personal identity in the same manner prescribed in either paragraph (f)(1) or paragraph (f)(2) of this section. In addition, such other individual shall establish his or her identity in the representative capacity of parent or legal guardian. In the case of the parent of a minor, the proof of identity shall be a certified or authenticated copy of the minor's birth certificate. In the case of a legal guardian of an individual who has been declared incompetent due to physical or mental incapacity or age by a court of competent jurisdiction, the proof of identity shall be a certified or authenticated copy of the court's order. For purposes of the Act, a parent or legal guardian may represent only a living individual, not a decedent. A parent or legal guardian may be accompanied during personal access to a record by another individual, provided the provisions of § 4b.5(f) are satisfied.

(g) When the provisions of this part are alleged to have the effect of impeding an individual in exercising his or her right to access, the Department will consider, from an individual making a request, alternative suggestions regarding proof of identity and access to records.

(h) An individual shall not be required to state a reason or otherwise justify his or her request for access to a record.

§ 4b.5 Disclosure of requested information to individuals.

(a) (1) Each request received shall be acted upon promptly by the responsible Privacy Officer. Every effort will be made to respond within ten days (excluding Saturdays, Sundays and holidays) of the date of receipt. If a response cannot be made within ten days due to unusual circumstances, the Privacy Officer shall send an acknowledgment during that period providing information on the status of the request and asking for such further information as may be necessary to process the request. "Unusual circumstances" shall include circumstances where a search for and collection of requested records from inactive storage, field facilities or other establishments are required, cases where a voluminous amount of data is involved, instances where information on other individuals must be separated or expunged from the particular record, and cases where consultations with other agencies having a substantial interest in the determination of the request are necessary.

(2) If the Privacy Officer fails to send an acknowledgment within the ten days, as provided above, the requester may ask the responsible Privacy Appeals Officer, identified in Appendix B to this part, to take corrective action. No failure of a Privacy Officer to send an acknowledgment shall confer administrative finality for purposes of judicial review.

(b) Grant of access. (1) *Notification.* An individual shall be granted access to a record pertaining to him or her, except where the provisions of paragraph (g)(1) of this section apply. The Privacy Officer shall notify the individual of a determination to grant access and provide the following information:

(i) The methods of access, as set forth in paragraph (b)(2) of this section;

(ii) The place at which the record may be inspected;

(iii) The earliest date on which the record may be inspected and the period of time that the records will remain available for inspection. In no event shall the earliest date be later than thirty days from the date of notification;

(iv) The estimated date by which a copy of the record could be mailed and the estimate of fees pursuant to section 4b.11 of this part. In no event shall the estimated date be later than thirty days from the date of notification;

(v) The fact that the individual, if he or she wishes, may be accompanied by another individual during personal access, subject to the procedures set forth in paragraph (f) of this section; and,

(vi) Any additional requirements needed to grant access to a specific record.

(2) *Methods of access.* The following methods of access to records by an individual may be available depending on the circumstances of a given situation:

(i) Inspection in person may be had in the office specified by the Privacy Officer granting access, during the hours indicated in § 4b.4(a);

(ii) Transfer of records to a Federal facility more convenient to the individual may be arranged, but only if the Privacy Officer determines that a suitable facility is available, that the individual's access can be properly supervised at that facility, and that transmittal of the records to that facility will not unduly interfere with operations of the Department or involve unreasonable costs, in terms of both money and manpower; and,

(iii) Copies may be mailed at the request of the individual, subject to payment of the fees prescribed in § 4b.11. The Department, at its own initiative, may elect to provide a copy by mail, in which case no fee will be charged the individual.

(c) Access to medical records is governed by the provisions of § 4b.6.

(d) The Department shall supply such other information and assistance at the time of access as to make the record intelligible to the individual.

(e) The Department reserves the right to limit access to copies and abstracts of original records, rather than the original records. This election would be appropriate, for example, when the record is in an automated data media such as tape or disc, when the record contains information on other individuals, and when deletion of information is permissible under exemptions (for example, 5 U.S.C. 552a(k)(2)). In no event shall original records of the Department be made available to the individual except under the immediate supervision of the Privacy Officer or his designee. Title 18, United States Code, section 2701(a) makes it a crime to conceal, mutilate, obliterate, or destroy any record filed in a public office, or to attempt to do any of the foregoing.

(f) Any individual who requests access to a record pertaining to that individual may be accompanied by another individual of his or her choice. "Accompanied" includes discussion of the record in the presence of the other individual. The individual to whom the record pertains shall authorize the presence of the other individual in writing and shall include the name of the other individual, a specific description of the record to which access is sought, the Department control number assigned to the request, the date and the signature of the individual to whom the record pertains. The other individual shall sign the authorization in the presence of the Privacy Officer. An individual shall not be required to state a reason or otherwise justify his or her decision to be accompanied by another individual during personal access to a record.

(g) Initial denial of access. (1) *Grounds.* Access by an individual to a record which pertains to that individual will be denied only upon a determination by the Privacy Officer that:

(i) The record is exempt under §§ 4b.13 and 4b.14 or exempt by determination of another agency publishing notice of the system of records, as described in § 4b.3(h);

(ii) The record is information compiled in reasonable anticipation of a civil action or proceeding;

(iii) The provisions of section 4b.6 pertaining to medical records temporarily have been invoked; or,

(iv) The individual unreasonably has failed to comply with the procedural requirements of this part.

(2) *Notification.* The Privacy Officer shall give notice of denial of access to records to the individual in writing and shall include the following information:

(i) The Privacy Officer's name and title or position;

(ii) The date of the denial;

(iii) The reasons for the denial, including citation to the appropriate section of the Act and this part;

(iv) The individual's opportunities, if any, for further administrative consideration, including the identity and address of the responsible official. If no further administrative consideration within the Department is available, the notice shall state that the denial is administratively final; and

(v) If stated to be administratively final within the Department, the individual's right to judicial review provided under 5 U.S.C. 552a(g)(1), as limited by 5 U.S.C. 552a(g)(5).

(3) *Administrative review.* When an initial denial of a request is issued by the Privacy Officer, the individual's opportunities for further consideration shall be as follows:

(i) As to denial under paragraph (g)(1)(i) of this section, two opportunities for further consideration are available in the alternative: (A) If the individual contests the application of the exemption to the records, review procedures in § 4b.5(g)(3)(ii) shall apply; or, (B) If the individual challenges the exemption itself, the procedure is a petition for the issuance, amendment, or repeal of a rule under 5 U.S.C. 553(e). If the exemption was determined by the Department, such petition shall be filed with the Assistant Secretary for Administration. If the exemption was determined by another agency, referred to in § 4b.3(h), the Department will provide the individual with the name and address of the other agency and any relief sought by the individual shall be that provided by the regulations of the other agency. Within the Department, no such denial is administratively final until such a petition has been filed by the individual and disposed of on the merits by the Assistant Secretary for Administration.

(ii) As to denial under paragraphs (g)(1)(ii), (g)(1)(iv) of this section or (to the limited extent provided in paragraph (g)(3)(i)(A) of this section) paragraph (g)(1)(i), the individual may file for review with the responsible Privacy Appeals Officer identified in Appendix B to this part, as indicated in the Privacy Officer's initial denial notification. The procedures appearing in § 4b.8 shall be followed by both the individual and the Department to the maximum extent practicable.

(iii) As to denial under paragraph (g)(1)(iii) of this section, no further administrative consideration within the Department is available because the denial is not administratively final until expiration of the time period indicated in § 4b.6(a).

(h) If a request is partially granted and partially denied, the Privacy Officer shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

§ 4b.6 Special procedures: Medical records.

(a) No response to any request for access to medical records by an individual will be issued by the Privacy Officer for a period of seven days (excluding Saturdays, Sundays and holidays) from the date of receipt.

(b) The Department has published as a routine use for all systems of records containing medical records, consultations with an individual's physician or psychologist if, in the sole judgment of the Department, disclosure could have an adverse effect upon the individual. The mandatory waiting period set forth in paragraph (a) of this section will permit exercise of this routine use in appropriate cases. The Department will pay no cost of any such consultation.

(c) In every case of a request by an individual for access to medical records, the Privacy Officer shall:

(1) Inform the individual of the waiting period prescribed in paragraph (a) of this section;

(2) Obtain the name and address of the individual's physician and/or psychologist, if the individual consents to give them;

(3) Obtain specific, written consent for the Department to consult the individual's physician and/or psychologists in the event that the Department believes such consultation is advisable, if the individual consents to give such authorization;

(4) Obtain specific, written consent for the Department to provide the medical records to the individual's physician or psychologist in the event that the Department believes access to the record by the individual is best effected under the guidance of the individual's physician or psychologist, if the individual consents to give such authorization; and

(5) Forward the individual's medical record to the Department's medical officer for review and a determination on whether consultation with or transmittal of the medical records to the individual's physician or psychologist is warranted. If the consultation with or transmittal of such records to the individual's physician or psychologist is determined to be warranted, the Department's medical officer shall so consult or transmit. Whether or not such a consultation or transmittal occurs, the Department's medical officer shall provide instruction to the Privacy Officer regarding the conditions of accesss by the individual to his or her medical records.

(d) If an individual refuses in writing to give the names and consents set forth in paragraphs (c)(2) through (4) of this section and the Department has determined that disclosure could have an adverse effect upon the individual, the Department shall give the individual access to said records by means of a copy, provided without cost to the requester, sent registered mail return receipt requested.

§ 4b.7 Request for correction or amendment to record.

(a) Any individual, regardless of age, who is a citizen of the United States or an alien lawfully admitted for permanent residence into the United States may submit a request for correction or amendment to the Department. The request should be made either in person or by mail addressed to the Privacy Officer who processed the individual's request for access to the record, and to whom is delegated authority to make initial determinations on requests for correction or amendment. The offices of Privacy Officers are open to the public between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday (excluding holidays).

(b) The processing of requests submitted by mail will be facilitated if the

words "PRIVACY ACT REQUEST" appear in capital letters on the face of the envelope. If, for some reason, the individual is unable to use the Department's official form, the letter should bear the words 'PRIVACY ACT REQUEST" in capital letters at the top.

(c) Any request which is not addressed as specified in paragraph (a) of this section or which is not marked as specified in paragraph (b) of this section will be so addressed and marked by Department personnel and forwarded immediately to the responsible Privacy Officer. A request which is not properly addressed by the individual will not be deemed to have been "received" for purposes of measuring time periods for response until actual receipt by the Privacy Officer. In each instance when a request so forwarded is received, the Privacy Officer shall notify the individual that his or her request was improperly addressed and the date when the request was received at the proper address.

(d) Since the request, in all cases, will follow a request for access under § 4b.5, the individual's identity will be established by his or her signature on the request and use of the Department control number assigned to the request.

(e) A request for correction or amendment should include the following:

(1) A specific identification of the record sought to be corrected or amended (for example, description, title, date, paragraph, sentence, line and words);

(2) The specific wording to be deleted, if any;

(3) The specific wording to be inserted or added, if any, and the exact place at which to be inserted or added; and,

(4) A statement of the basis for the requested correction or amendment, with all available supporting documents and materials which substantiate the statement. The statement should identify the criterion of the Act being invoked, that is, whether the information in the record is unnecessary, inaccurate, irrelevant, untimely or incomplete.

§ 4b.8 Agency review of request for correction or amendment of record.

(a)(1) (i) Not later than ten days (excluding Saturdays, Sundays and holidays) after receipt of a request to correct or amend a record, the Privacy Officer shall send an acknowledgment providing an estimate of time within which action will be taken on the request and asking for such further information as may be necessary to process the request. The estimate of time may take into account unusual circumstances as described in § 4b.5(a). No acknowledgment will be sent if the request can be reviewed, processed and the individual notified of the results of review (either compliance or denial) within the ten days. Requests filed in person will be acknowledged in writing at the time submitted.

(ii) If the Privacy Officer fails to send the acknowledgment within the ten days, as provided above, the requester may ask the responsible Privacy Appeals Officer, identified in Appendix B to this part, to take corrective action. No failure of a Privacy Officer to send an acknowledgment shall confer administrative finality for purposes of judicial review.

(2) Promptly after acknowledging receipt of a request, or after receiving such further information as might have been requested, or after arriving at a decision within the ten days, the Privacy Officer shall either:

(i) Make the requested correction or amendment and advise the individual in writing of such action, providing either a copy of the corrected or amended record or a statement as to the means whereby the correction or amendment was effected in cases where a copy cannot be provided (for example, erasure of information from a record maintained only in magnetically recorded computer files); or,

(ii) Inform the individual in writing that his or her request is denied and provide the following information:

(A) The Privacy Officer's name and title or position;

(B) The date of the denial;

(C) The reasons for the denial, including citation to the appropriate sections of the Act and this part; and,

(D) The procedures for appeal of the denial as set forth in § 4b.9, including the name and address of the responsible Privacy Appeals Officer from Appendix C to this part.

The term "promptly" in this subsection means within thirty days (excluding Saturdays, Sundays and holidays). If the Privacy Officer cannot make the determination within thirty days, the individual will be advised in writing of the reason therefor and of the estimated date by which the determination will be made.

(b) Whenever an individual's record is corrected or amended pursuant to a request by that individual, the Privacy Officer shall see to the notification of all persons and agencies to which the corrected or amended portion of the record had been disclosed prior to its correction or amendment, if an accounting of such disclosure required by the Act was made. The notification shall require a recipient agency maintaining the record to acknowledge receipt of the notification, to correct or amend the record and to apprise any agency or person to which it had disclosed the record of the substance of the correction or amendment.

(c) The following criteria will be considered by the Privacy Officer in reviewing a request for correction or amendment:

(1) The sufficiency of the evidence submitted by the individual;

(2) The factual accuracy of the information;

(3) The relevance and necessity of the information in terms of purpose for which it was collected;

(4) The timeliness and currency of the information in light of the purpose for which it was collected;

(5) The completeness of the information in terms of the purpose for which it was collected;

(6) The degree of risk that denial of the request could unfairly result in determinations adverse to the individual;

(7) The character of the record sought to be corrected or amended; and,

(8) The propriety and feasibility of complying with the specific means of correction or amendment requested by the individual.

(d) The Department will not undertake to gather evidence for the individual, but does reserve the right to verify the evidence which the individual submits.

(e) Correction or amendment of a record requested by an individual will be denied only upon a determination by the Privacy Officer that:

(1) The individual has failed to establish, by a preponderance of the evidence, the propriety of the correction or amendment in light of the criteria set forth in paragraph (c) of this section;

(2) The record sought to be corrected or amended is part of the official record in a terminated judicial, quasi-judicial or quasi-legislative proceeding to which the individual was a party or participant;

(3) The information in the record sought to be corrected or amended, or the record sought to be corrected or amended, is the subject of a pending judicial, quasi-judicial or quasi-legislative proceeding to which the individual is a party or participant;

(4) The correction or amendment would violate a duly enacted statute or promulgated regulation; or,

(5) The individual unreasonably has failed to comply with the procedural requirements of this part.

(f) If a request is partially granted and partially denied, the Privacy Officer shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

§ 4b.9 Appeal of initial adverse agency determination on correction or amendment.

(a) When a request for correction or amendment has been denied initially under § 4b.8, the individual may submit a written appeal within thirty days after the date of the initial denial. When an appeal is submitted by mail, the postmark is conclusive as to timeliness.

(b) An appeal shall be addressed to the Privacy Appeals Officer identified in the initial denial (that official is authorized to make final determinations). The processing of appeals will be facilitated if the words "PRIVACY APPEAL" appear in capital letters on both the envelope and the top of the appeal papers. An appeal not addressed and marked as provided herein will be so marked by Department personnel when it is so identified, and will be forwarded immediately to the responsible Privacy Appeals Officer. An appeal which is not properly addressed by the individual will not be deemed to have been "received" for purposes of measuring the time periods in this section until actual receipt by the Privacy Appeals Officer. In each instance when an appeal so forwarded is received, the Privacy Appeals Officer

shall notify the individual that his or her appeal was improperly addressed and the date when the appeal was received at the proper address.

(c) The individual's appeal papers shall include a statement of the reasons why the initial denial is believed to be in error and the Department's control number assigned to the request. The appeal shall be signed by the individual. The record which the individual requests be corrected or amended and all correspondence between the Privacy Officer and the requester will be supplied by the Privacy Officer who issued the initial denial. While the foregoing normally will comprise the entire record on appeal, the Privacy Appeals Officer may seek additional information necessary to assure that the final determination is fair and equitable and, in such instances, the additional information will be disclosed to the individual to the greatest extent possible and an opportunity provided for comment thereon.

(d) No personal appearance or hearing on appeal will be allowed.

(e) The Privacy Appeals Officer shall act upon the appeal and issue a final determination in writing not later than thirty days (excluding Saturdays, Sundays and holidays) from the date on which the appeal is received; provided, that the Privacy Appeals Officer may extend the thirty days upon deciding that a fair and equitable review cannot be made within that period, but only if the individual is advised in writing of the reason for the extension and the estimated date by which a final determination will issue. The estimated date should not be later than the sixtieth day (excluding Saturdays, Sundays and holidays) after receipt of the appeal unless unusual circumstances, as described in § 4b.5(a), are met.

(f) If the appeal is determined in favor of the individual, the final determination shall include the specific corrections or amendments to be made and a copy thereof shall be transmitted promptly both to the individual and to the Privacy Officer who issued the initial denial. Upon receipt of such final determination, the Privacy Officer promptly shall take the actions set forth in §§ 4b.8 (a)(2)(i) and 4b.8(b).

(g) If the appeal is denied, the final determination shall be transmitted promptly to the individual and state the reasons for the denial. The notice of final determination also shall inform the individual of the following:

(1) The right of the individual under the Act to file a concise statement of reasons for disagreeing with the final determination. The statement ordinarily should not exceed one page and the Department reserves the right to reject a statement of excessive length. Such a statement shall be filed with the Privacy Appeals Officer. It should provide the Department control number assigned to the request, indicate the date of the final determination and be signed by the individual. The Privacy Appeals Officer shall acknowledge receipt of such statement and inform the individual of the date on which it was received;

(2) The facts that any such disagreement statement filed by the individual will be noted in the disputed record, that the purposes and uses to which the statement will be put are those applicable to the record in which it is noted, and that a copy of the statement will be provided to persons and agencies to which the record is disclosed subsequent to the date of receipt of such statement;

(3) The fact that the Department will append to any such disagreement statement filed by the individual, a copy of the final determination or summary thereof which also will be provided to persons and agencies to which the disagreement statement is disclosed; and,

(4) The right of the individual to judicial review of the final determination under 5 U.S.C. 552a(g)(1)(A), as limited by 5 U.S.C. 552a(g)(5).

(h) In making the final determination, the Privacy Appeals Officer shall employ the criteria set forth in § 4b.8(c) and shall deny an appeal only on the grounds set forth in § 4b.8(e).

(i) If an appeal is partially granted and partially denied, the Privacy Appeals Officer shall follow the appropriate procedures of this section as to the records within the grant and the records within the denial.

(j) Although a copy of the final determination or a summary thereof will be treated as part of the individual's record for purposes of disclosure in instances where the individual has filed a disagreement statement, it will not be subject to correction or amendment by the individual.

(k) The provisions of paragraphs (g)(1) through (3) of this section satisfy the requirements of 5 U.S.C. 552a(e)(3).

§ 4b.10 Disclosure of record to person other than the individual to whom it pertains.

(a) The Department may disclose a record pertaining to an individual to a person other than the individual to whom it pertains only in the following instances:

(1) Upon written request by the individual, including authorization under § 4b.5(f);

(2) With the prior written consent of the individual;

(3) To a parent or legal guardian under 5 U.S.C. 552a(h);

(4) When required by the Act and not covered explicitly by the provisions of 5 U.S.C. 552a(b); and

(5) When permitted under 5 U.S.C. 552a(b)(1) through (11), which read as follows: [1]

(i) To those officers and employees of the agency which maintains the record who have a need for the record in the performance of their duties;

(ii) Required under section 552 of this title;

(iii) For a routine use as defined in paragraph (a)(7) of this section and described under paragraph (e)(4)(D) of this section;

(iv) To the Bureau of the Census for purposes of planning or carrying out a census or survey or related activity pursuant to the provisions of title 13;

(v) To a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record, and the record is to be transferred in a form that is not individually identifiable;

(vi) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(vii) To another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought;

(viii) To a person pursuant to a showing of compelling circumstances affecting the health or safety of an individual if upon such disclosure notification is transmitted to the last known address of such individual;

(ix) To either House of Congress, or, to the extent of matter within its jurisdiction, any committee or subcommittee thereof, any joint committee of Congress or subcommittee of any such joint committee;

(x) To the Comptroller General, or any of his authorized representatives, in the course of the performance of the duties of the General Accounting Office; or

(xi) Pursuant to the order of a court of competent jurisdiction.

(b) The situations referred to in paragraph (a)(4) of this section include the following:

(1) 5 U.S.C. 552a(c)(4) requires dissemination of a corrected or amended record or notation of a disagreement statement by the Department in certain circumstances;

(2) 5 U.S.C. 552a(d) requires disclosure of records to the individual to whom they pertain, upon request;

(3) 5 U.S.C. 552a(g) authorizes civil action by an individual and requires disclosure by the Department to the court;

(4) Section 5(e)(2) of the Act authorizes release of any records or information by the Department to the Privacy Protection Study Commission upon request of the Chairman; and

(5) Section 6 of the Act authorizes the Office of Management and Budget to

[1] 5 U.S.C. 552a(b)(4) has no application within the Department.

provide the Department with continuing oversight and assistance in implementation of the Act.

(c) The Privacy Officer shall make an accounting of each disclosure by him of any record contained in a system of records in accordance with 5 U.S.C. 552a(c)(1) and (2). Except for a disclosure made under 5 U.S.C. 552a(b)(7), the Privacy Officer shall make such accounting available to any individual, insofar as it pertains to that individual, on request submitted in accordance with § 4b.4. The Privacy Officer shall make reasonable efforts to notify any individual when any record in a system of records is disclosed to any person under compulsory legal process, promptly upon being informed that such process has become a matter of public record.

§ 4b.11 Fees.

(a) The only fees to be charged to or collected from an individual under the provisions of this part are for copying records at the request of the individual.

(1) No fees shall be charged or collected for the following: Search for and retrieval of the records; review of the records; copying at the initiative of the Department without a request from the individual; transportation of records and personnel; and first-class postage.

(2) It is the policy of the Department to provide an individual with one copy of each record corrected or amended pursuant to his or her request without charge as evidence of the correction or amendment.

(3) As required by the United States Civil Service Commission in its published regulations implementing the Act, the Department will charge no fee for a single copy of a personnel record covered by that Commission's Government-wide published notice of systems of records.

(b) The copying fees prescribed by paragraph (a) of this section are:

$0.07	Each copy of each page, up to 8½" x 14", made by photocopy or similar process.
$0.25	Each copy of each microform frame printed on paper.
$0.25	Each aperture card.
$0.25	Each 105-mm fiche.
$7.00	Each 100' roll of 35-mm microfilm.
$9.00	Each 100' roll of 16-mm microfilm.
$0.20	Each page of computer printout without regard to the number of carbon copies concurrently printed.

Other copying forms (e.g., typing or printing) will be charged at direct cost, including personnel and equipment costs.

(c) All copying fees shall be paid by the individual before the copying will be undertaken. Payments shall be made in cash or, preferably, by check or money order payable to "U.S. Department of Commerce," and they shall be paid or sent to the office stated in the billing notice, or if none, to the Privacy Officer processing the request. Where appropriate, payment may be required in the form of certified check.

(d) A copying fee totaling $1 or less shall be waived, but the copying fees for contemporaneous requests by the same individual shall be aggregated to determine the total fee.

A coping fee shall not be charged or collected, or alternatively, it may be reduced, when it is determined by the Privacy Officer, based on a petition therefor, that the petitioning individual is indigent and that Department resources permit a waiver of all or part of the fee. An individual is deemed to be indigent when without income or resources sufficient to pay the fees.

(e) Special and additional services provided at the request of the individual, such as certification or authentication, postal insurance and special mailing arrangement costs, will be charged to the individual in accordance with other published regulations of the Department pursuant to statute (for example, 31 U.S.C. 483a).

(f) This section applies only to individuals making requests under this part. To the extent an individual makes a request under the Freedom of Information Act, as provided in § 4b.1(e)(2), (3) and (5), the fees Provisions of Part 4 of this Chapter shall apply. All other persons shall remain subject to fees and charges prescribed by other and appropriate authorities.

§ 4b.12 Penalties.

(a) The Act provides, in pertinent part:

> Any pe son who knowingly and willfully requests or obtains any record concerning an individual from any agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000. (5 U.S.C. 552a(1)(3)).

(b) A person who falsely or fraudulently attempts to obtain records under the Act also may be subject to prosecution under such other criminal statutes as 18 U.S.C. 494, 495 and 1001.

§ 4b.13 General exemptions.

(a) Individuals may not have access to records maintained by the Department but which were provided by another agency which has determined by regulation that such information is subject to general exemption under 5 U.S.C. 552a(j). If such exempt records are within a request for access, the Department will advise the individual of their existence and of the name and address of the source agency. For any further information concerning the record and the exemption, the individual must contact that source agency.

(b) The general exemptions determined to be necessary and proper with respect to systems of records maintained by the Department, including the parts of each system to be exempted, the provisions of the Act from which they are exempted, and the justification for the exemption, are as follows:

(1) *Individuals identified in Export Administration Compliance Proceedings or Investigations—COMMERCE/DIBA-1.* Pursuant to 5 U.S.C. 552a(j)(2), these records are hereby determined to be exempt from all provisions of the Act, except 5 U.S.C. 552a(b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i). These exemptions are necessary to insure the proper functioning of the law enforcement activity, to protect confidential sources of information, to fulfill promises of confidentiality, to maintain the integrity of the law enforcement process, to avoid premature disclosure of the knowledge of criminal activity and the evidentiary bases of possible enforcement actions, to prevent interference with law enforcement proceedings, to avoid the disclosure of investigative techniques, and to avoid the endangering of law enforcement personnel. Section 7(c) of the Export Administration Act of 1969, as amended, also protects this information from disclosure.

(2) *Fisheries Law Enforcement Case Files—COMMERCE/NOAA-11.* Pursuant to 5 U.S.C. 552a(j)(2), these records are hereby determined to be exempt from all provisions of the Act, except 5 U.S.C. 552a(b), (c)(1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i). These exemptions are necessary to insure the proper functioning of the law enforcement activity, to protect confidential sources of information, to fulfill promises of confidentiality, to prevent interference with law enforcement proceedings, to avoid the disclosure of investigative techniques, to avoid the endangering of law enforcement personnel, to avoid premature disclosure of the knowledge of criminal activity and the evidentiary bases of possible enforcement actions, and to maintain the integrity of the law enforcement process.

(3) *Investigative Records——Contract and Grant Frauds and Employee Criminal Misconduct—COMMERCE/DEPT.-12.* Pursuant to 5 U.S.C. 552a(j)(2), these records are hereby determined to be exempt from all provisions of the Act, except 5 U.S.C. 552a(b), (c) (1) and (2), (e)(4)(A) through (F), (e)(6), (7), (9), (10), and (11), and (i). These exemptions are necessary to insure the proper functions of the law enforcement activity, to protect confidential sources of information, to fulfill promises of confidentially, to prevent interference with law enforcement proceedings, to avoid the disclosure of investigative techniques, to avoid the endangering of law enforcement personnel, to avoid premature disclosure of the knowledge of criminal activity and the evidentiary bases of possible enforcement actions, and to maintain the integrity of the law enforcement process.

§ 4b.14 Specific exemptions.

(a) Some systems of records under the Act which are maintained by the Department contain, from time-to-time, material subject to the exemption appearing at 5 U.S.C. 552a(k)(1), relating to national defense and foreign policy materials. The systems of records published in the FEDERAL REGISTER by the Depart-

ment which are within this exemption are:

COMMERCE/DIBA-1, COMMERCE/DIBA-2, COMMERCE/DIBA-3, COMMERCE/NOAA-11, COMMERCE/PAT-TM-4, COMMERCE/PAT-TM-6, COMMERCE/PAT-TM-7, COMMERCE/PAT-TM-8, COMMERCE/PAT-TM-9, COMMERCE/DEPT-12, COMMERCE/DEPT-13, and COMMERCE/DEPT-14.

The Department hereby asserts a claim to exemption of such materials wherever they might appear in such systems of records, or any systems of records, at present or in the future. The materials would be exempt from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). The reason therefor is to protect the materials required by Executive Order to be kept secret in the interest of the national defense and foreign policy.

(b) The specific exemptions determined to be necessary and proper with respect to systems of records maintained by the Department, including the parts of each system to be exempted, the provisions of the Act from which they are exempted, and the justification for the exemption, are as follows:

(1) *Exempt under 5 U.S.C. 552a(k)(1).* The systems of records exempt hereunder appear in paragraph (a) of this section. The claims for exemption of COMMERCE/DEPT-12, COMMERCE/DIBA-1, and COMMERCE/NOAA-11 under this paragraph are subject to the condition that the general exemption claimed in § 4b.13(b)(3) is held to be invalid.

(2) *Exempt under 5 U.S.C. 552a(k)(2).* The systems of records exempt (some only conditionally), the sections of the Act from which exempted, and the reasons therefor are as follows:

(i) Individuals Identified in Export Administration Compliance Proceedings or Investigations—COMMERCE/DIBA-1, but only on condition that the general exemption claimed in § 4b.13(b)(1) is held to be invalid;

(ii) Individuals Involved in Export Transactions—COMMERCE/DIBA-2;

(iii) Fisheries Law Enforcement Case Files—COMMERCE/NOAA-11, but only on condition that the general exemption claimed in § 4b.13(b)(2) is held to be invalid;

(iv) Investigative Records—Contract and Grant Frauds and Employee Criminal Misconduct—COMMERCE/DEPT-12, but only on condition that the general exemption claimed in § 4b.13(b)(3) is held to be invalid;

(v) Investigative Records—Persons Within the Investigative Jurisdiction of the Department—COMMERCE/DEPT-13;

(vi) Litigation, Claims and Administrative Proceeding Records—COMMERCE/DEPT-14; and,

(vii) Non-Registered Persons Rendering Assistance to Patent Applicants—COMMERCE/PAT-TM-5.

The foregoing are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I, and (f). The reasons for asserting the exemption are to prevent subjects of investigation from frustrating the investigatory process, to insure the proper functioning and integrity of law enforcement activities, to prevent disclosure of investigative techniques, to maintain the ability to obtain necessary information, to fulfill commitments made to sources to protect their identities and the confidentiality of information and to avoid endangering these sources and law enforcement personnel. Special note is taken of the fact that the proviso clause in this exemption imports due process and procedural protections for the individual. The existence and general character of the information exempted will be made known to the individual to whom it pertains.

(3) *Exempt under 5 U.S.C. 552a(k)(4).* The systems of records exempt, the sections of the Act from which exempted, and the reasons therefor are as follows:

(i) Agricultural Census Records for 1964 (partial), 1969, and 1974—COMMERCE/CENSUS-1;

(ii) Individual and Household Statistical Surveys and Special Census Studies Records—COMMERCE/CENSUS-3;

(iii) Minority-Owned Business Enterprises Survey Records—COMMERCE/CENSUS-4;

(iv) Population and Housing Census Records for 1960 and 1970—COMMERCE/CENSUS-5;

(v) Population Census Personal Service Records for 1900 and All Subsequent Decennial Censuses—COMMERCE/CENSUS-6; and,

(vi) Special Censuses of Population Conducted for State and Local Government—COMMERCE/CENSUS-7.

The foregoing are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). The reasons for asserting the exemption are to comply with the prescription of Title 13, United States Code, especially sections 8 and 9 relating to prohibitions against disclosure, and to avoid needless consideration of these records whose sole statistical use comports fully with a basic purpose of the Act, namely, no adverse determinations may be made from these records as to any identifiable individual.

(4) *Exempt under 5 U.S.C. 552a(k)(5).* The systems of records exempt (some only conditionally), the sections of the Act from which exempted, and the reasons therefor are as follows:

(i) Indian Reservation Economic Development Planners and Applicants Records—COMMERCE/EDA-3;

(ii) Applications to U.S. Merchant Marine Academy (USMMA)—COMMERCE/MA-1;

(iii) Trustees for Ship Sales—COMMERCE/MA-13;

(iv) USMMA Midshipman Medical Files—COMMERCE/MA-17;

(v) USMMA Midshipman Personnel Files—COMMERCE/MA-18;

(vi) USMMA Non-Appropriated Fund Employees—COMMERCE/MA-19;

(vii) USMMA Ship's Service Employees—COMMERCE/MA-20;

(viii) Applicants for the NOAA Corps—COMMERCE/NOAA-4;

(ix) Commissioned Officer Official Personnel Folders—COMMERCE/NOAA-7;

(x) Conflict of Interest Records, Appointed Officials—COMMERCE/DEPT-3;

(xi) Investigative Records—Contract and Grant Frauds and Employee Criminal Misconduct—COMMERCE/DEPT-12, but only on condition that the general exemption claimed in § 4b.13(b)(3) is held to be invalid;

(xii) Investigative Records—Persons Within the Investigative Jurisdiction of the Department—COMMERCE/DEPT-13; and

(xiii) Litigation, Claims, and Administrative Proceeding Records—COMMERCE/DEPT-14.

The foregoing are exempted from 5 U.S.C. 552a(c)(3), (d), (e)(1), (e)(4) (G), (H), and (I), and (f). The reasons for asserting the exemption are to maintain the ability to obtain candid and necessary information, to fulfill commitments made to sources to protect the confidentiality of information, to avoid endangering these sources and, ultimately, to facilitate proper selection or continuance of the best applicants or persons for a given position or contract. Special note is made of the limitation on the extent to which this exemption may be asserted. The existence and general character of the information exempted will be made known to the individual to whom it pertains.

(c) At the present time, the Department claims no exemption under 5 U.S.C. 552a(k)(3), (6) and (7).

APPENDIX A

OFFICIALS TO RECEIVE INQUIRIES, REQUESTS FOR ACCESS AND REQUESTS FOR CORRECTION OR AMENDMENT [1]

For records in systems of records located in— [2]	*Privacy officer*
The Office of the Secretary and all Departmental staff offices.	Director, Office of Organization and Management Systems, Main Commerce Bldg., Washington, D.C. 20230.
Bureau of Economic Analysis	Special Assistant to the Director, BEA, Tower Bldg., 1401 K St. NW., Washington, D.C. 20005.
Bureau of the Census	Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.
Domestic and International Business Administration.	Director, Office of Management and Systems, DIBA, Main Commerce Bldg., Washington, D.C. 20230.
Economic Development Administration	Director, Office of Public Affairs, EDA, Main Commerce Bldg., Washington, D.C. 20230.
Maritime Administration	Secretary of the Maritime Administration, Main Commerce Bldg., Washington, D.C. 20230.
National Bureau of Standards	Associate Director for Administration, NBS, Administration Bldg., Washington, D.C. 20234.
National Fire Prevention and Control Administration.	Administrative Officer, NFPCA, Washington, D.C. 20230.
National Oceanic and Atmospheric Administration:	
Inquiries Only:	
All NOAA except NOAA Corps	Assistant Administrator for Administration, NOAA, 6010 Executive Blvd., Rockville, Md. 20852.
NOAA Corps	Director, NOAA Corps., 6010 Executive Blvd., Rockville, Md. 20852.
Requests:	
All NOAA including NOAA Corps	Assistant Administrator for Administration, NOAA, 6010 Executive Blvd., Rockville, Md. 20852.
National Technical Information Service	Assistant Director for Administration, NTIS Sills Bldg., Springfield, Va. 22161.
Office of Minority Business Enterprise	**Privacy Officer, Office of Chief Counsel, OMBE, Main Commerce Bldg., Washington, D.C. 20230.**
Office of Telecommunications	Administrative Officer, OTEL, 1325 G St. NW., Washington, D.C. 20005.
Patent and Trademark Office	Assistant Commissioner for Administration, Patent and Trademark Office, Washington, D.C. 20231.
United States Travel Service	**Director, Office of Administration, USTS, Main Commerce Bldg., Washington, D.C. 20230.**

[1] National Oceanic and Atmospheric Administration subject to division of responsibilities noted below.

[2] If the location of the records within the Department is unknown, address the inquiry to the Privacy Officer for the Office of the Secretary and all Departmental staff offices.

APPENDIX B

OFFICIALS TO RECEIVE APPEALS FROM ADVERSE DETERMINATION ON CORRECTION OR AMENDMENT

For records in systems of records located in—	*Privacy appeals officer*
The Office of the Secretary and all Departmental staff offices.	Assistant Secretary for Administration, Main Commerce Bldg., Washington, D.C. 20230.
Bureau of Economic Analysis	Director, Bureau of Economic Analysis, Tower Bldg., 1401 K St. NW., Washington, D.C. 20005.
Bureau of the Census	Director, Bureau of the Census, Federal Building 3, Washington, D.C. 20233.
Domestic and International Business Administration.	Assistant Secretary for Domestic and International Business, Main Commerce Bldg., Washington, D.C. 20230.
Economic Development Administration	Assistant Secretary for Economic Development, Main Commerce Bldg., Washington, D.C. 20230.
Maritime Administration	Assistant Secretary for Maritime Affairs, Main Commerce Bldg., Washington, D.C. 20230.
National Bureau of Standards	Director, National Bureau of Standards, Administration Bldg., Washington, D.C. 20234.
National Fire Prevention and Control Administration.	Administrator, National Fire Prevention and Control Administration, Washington, D.C. 20230.
National Oceanic and Atmospheric Administration.	Administrator, National Oceanic and Atmospheric Administration, Main Commerce Bldg., Washington, D.C. 20230.
National Technical Information Service	Director, National Technical Information Service, Room 620, Pennsylvania Bldg., 425 13th St. NW., Washington, D.C. 20004.
Office of Minority Business Enterprise	Director, Office of Minority Business Enterprise, Main Commerce Bldg., Washington, D.C. 20230.
Office of Telecommunications	Director, Office of Telecommunications, 1325 G St. NW., Washington, D.C. 20005.
Patent and Trademark Office	Commissioner, Patent and Trademark Office, Washington, D.C. 20231.
United States Travel Service	Assistant Secretary for Tourism, Main Commerce Bldg., Washington, D.C. 20230.

APPENDIX C

SYSTEMS OF RECORDS NOTICED BY OTHER AGENCIES AND APPLICABLE TO RECORDS OF THE DEPARTMENT AND APPLICABILITY OF THIS PART THERETO

Category of records	*Other Federal agency*
Federal personnel records	Civil Service Commission.[1]
Federal Employee Compensation Act program	Department of Labor.[2]
Equal employment opportunity under E.O. 11246, as amended.	Department of Labor.[2]
Foreign service officer appraisals	Department of State.[3]
Payroll and travel records of Department employees at diplomatic posts overseas.	Department of State.[3]

[1] The provisions of this part do not apply to these records covered by notices of systems of records published by the U.S. Civil Service Commission for all agencies. The regulations of that Commission alone apply.

[2] The provisions of this part apply only initially to these records covered by notices of systems of records published by the U.S. Department of Labor for all agencies. The regulations of that Department attach at the point of any denial for access or for correction or amendment.

[3] The provisions of this part do not apply to these records covered by notices of systems of records published by the U.S. Department of State for all agencies. The regulations of that Department alone apply.

Form Approved; OMB No. 41-R2885

FORM CD-316 (6-75) PRESCRIBED BY 15CFR PART 48 (DAO 205-15)

U.S. DEPARTMENT OF COMMERCE

PRIVACY ACT INFORMATION REQUEST

(NOTE: Use of this form is recommended, but is not mandatory)

DEPT. FACILITY

CONTROL NO.

INSTRUCTIONS: To Request Information or Action Under the Act, Complete appropriate Items in Part I. Retain Canary Copy; Submit Others to Department of Commerce. Part II is For Agency Use Only.

SPECIAL NOTICE: FALSE STATEMENTS SUBJECT TO CRIMINAL PENALTIES. SEE REVERSE SIDE.

PART I - REQUESTER

1. Name of Individual whose record(s) is sought *(Please print)*:

2. Individual whose record(s) is sought is:
- ☐ U.S. citizen
- ☐ Alien lawfully admitted for permanent residence

3. Record requested *(Please describe. Also give record system name and number, if known)*:

4. Give any identifying data that would help locate the record (e.g., maiden name, occupational license number, period or place of employment, etc.):

5. Action requested:
- a. ☐ Tell me how to exercise my rights under the Privacy Act.
- *b. ☐ Tell me if you have the requested record(s).
- *c. ☐ Tell me when and where I may have access to the requested record(s).
- *d. ☐ Please send a copy of the requested record(s).

*(If the request concerns records of another individual who is a ward or minor, and the requester is the ward's guardian or minor's parent, the requestor must check Item 6, and must attach a copy of court guardianship order or minor's birth certificate)

6. Requester is:

☐ Guardian of individual whose record(s) is sought
OR
☐ Parent of minor individual

7. Requester's:

Name *(Please print)* _____ Address _____

Signature _____

Telephone number *(Optional)* _____

8. Date

NOTE: Item 9 should be completed **ONLY IF** requester–
- –Requests action under Item 5b, c, or d, **AND**
- –Seeks a record **NOT** disclosible to any person under the Freedom of Information Act (5 U.S.C. 552), **AND**
- –Does **NOT** appear in person before an authorized employee of the Department to have his/her identity verified.

9. Certificate of Notary Public, or other officer

State of _____ county of _____ : ss

_____, the subscribing requester, came before me a _____, in and for the aforesaid county and state, this _____ day of _____, 19____, and established (his) (her) identity to my satisfaction. My commission expires _____. Signature _____

PART II - FOR AGENCY USE ONLY

Proof of identity established in person before *(Name, title, location)*:

Received by

Date request received

Action assigned to | Date

Due date of response to Requestor

Fee data:

Amount due $ _____

Date received _____

Non-collectable costs:

Copy Distribution: Requester keeps Gold Copy; sends others to Department. (Privacy Officer keeps Pink; sends others to Action Office, which retains Canary Copy and returns White to Privacy Officer for signature.)

USCOMM-DC 57413-P76

Title 41—Public Contracts and Property Management

CHAPTER 105—GENERAL SERVICES ADMINISTRATION

PART 105–64—REGULATIONS IMPLEMENTING THE PRIVACY ACT OF 1974

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AUTHORITY: Sec. 205(c) Federal Property and Administrative Services Act of 1949, as amended (63 Stat. 390; (40 U.S.C. 486(c))); Privacy Act of 1974 (88 Stat. 1899; (5 U.S.C. 552a))

§ 105–64.000 Scope of part.

This part sets forth policies and procedures concerning the collection, use, and dissemination of records maintained by GSA which are subject to the provisions of 5 U.S.C. 552a. These policies and procedures govern only those records as defined in § 105–64.002. Policies and procedures governing the disclosure and availability of records in general are in Parts 105–60 and 61 of this chapter. This part also covers exemptions from disclosure of personal information; procedures for the guidance of subject individuals in obtaining information and inspecting and disagreeing with the content of records; accounting for disclosures of information; special requirements for medical records; and fees.

§ 105–64.001 Purpose.

This part implements the provisions of 5 U.S.C. 552a (Pub. L. 93–579), popularly known as the "Privacy Act of 1974" (hereinafter referred to as the Act). This part prescribes procedures for notifying an individual of a GSA system of records containing a record pertaining to him, procedures for gaining access and contesting the contents of records, and other procedures for carrying out the provisions of the Act.

§ 105–64.002 Definitions.

For the purposes of this Part 105–64:

(a) The term "agency" means agency as defined in 5 U.S.C. 552(e);

(b) The term "individual" means a citizen of the United States or an alien lawfully admitted for permanent residence;

(c) The term "maintain" includes maintain, collect, use, and disseminate;

(d) The term "record" means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name or an identifying number, symbol, or other identifying particular assigned to the individual, such as a finger-print, voiceprint, or photograph;

(e) The term "system of records" means a group of any records under the control of an agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifiers assigned to that individual;

(f) The term "statistical record" means a record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided by section 8 of Title 13 U.S.C.;

(g) The term "routine use" means, with respect to the disclosure of a record, the use of that record for a purpose which is compatible with the purpose for which it was collected; and

(h) The term "system manager" means the employee of GSA who is responsible for the maintenance of a system of records and for the collection, use, and dissemination of information therein.

(i) The term "subject individual" means the individual named or discussed in a record or the individual to whom a record otherwise pertains.

(j) The term "disclosure" means a transfer of a record, a copy of a record, or the information contained in a record to a recipient other than the subject individual, or the review of a record by someone other than the subject individual.

(k) The term "access" means a transfer of a record, a copy of a record, or the information in a record to the subject individual, or the review of a record by the subject individual.

(l) The term "solicitation" means a request by an officer or employee of GSA that an individual provide information about himself.

Subpart 105–64.1—General Policy

§ 105–64.101 Maintenance of records.

§ 105–64.101–1 Collection and use.

(a) *General.* Any information used in whole or in part in making a determination about an individual's rights, benefits, or privileges under GSA programs will be collected directly from the subject individual to the extent practicable. The system manager also shall ensure that information collected is used only in conformance with the provisions of the act and these regulations.

(b) *Solicitation of information.* System managers shall ensure that at the time information is solicited the solicited individual is informed of the authority for collecting that information, whether providing the information is mandatory or voluntary, the purposes for which the information will be used, the routine uses of the information, and the effects on the individual, if any, of not providing the information. Heads of Services and Staff Offices and Regional Administrators shall ensure that forms used to solicit information are in compliance with the act and these regulations.

(c) *Solicitation of social security number.* Before an officer or employee of GSA requests an individual to disclose his social security number, the officer or employee of GSA shall ensure that either:

(1) The disclosure is required by Federal statute, or;

(2) The disclosure of a social security number was required under statute or regulation adopted before January 1, 1975, to verify the identify of an individual, and the social security number will become a part of a system of records in existence and operating before January 1, 1975.

If solicitation of the social security number is authorized under paragraph (c) (1) or (2) of this section, the GSA officer or employee who requests an individual to disclose his social security account number shall first inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and the uses that will be made of it.

(d) *Soliciting information from third parties.* An officer or employee of GSA shall inform third parties who are requested to provide information about another individual of the purposes for which the information will be used.

§ 105–64.101–2 Standards of accuracy.

The system manager shall ensure that all records which are used by the agency to make determinations about any individual are maintained with such accuracy, relevance, timeliness, and completeness as is reasonably necessary to ensure fairness to the individual.

§ 105–64.101–3 Rules of conduct.

Any officer or employee of GSA involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record, shall review the provisions of 5 U.S.C. 552a and the regulations in this part, and shall conduct himself in accordance with the rules of conduct concerning the protection of personal information in 41 CFR 105–735, Standards of Conduct.

§ 105–64.101–4 Safeguarding systems of records.

The system manager shall ensure that appropriate administrative, technical, and physical safeguards are established to ensure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience, or unfairness to any individual on whom information is maintained. Personnel information contained in both manual and automated systems of records shall be protected by implementing the following safeguards:

(a) Official personnel folders, authorized personnel operating or work folders, and other records of personnel actions effected during an employee's Federal service or affecting the employee's status and service, including information on experience, education, training, special qualifications and skills, performance appraisals, and conduct, shall be stored in a lockable metal filing cabinet when not in use by an authorized person. A system manager may employ an alternative storage system providing that it furnishes an equivalent degree of physical security as storage in a lockable metal filing cabinet.

(b) The system manager, at his discretion, may designate additional records of unusual sensitivity which require safeguards similar to those described in paragraph (a) of this section.

(c) A system manager shall permit access to and use of automated or manual personnel records only to persons whose official duties require such access, or to a subject individual or his representative as provided by this part.

§ 105–64.101–5 Inconsistent issuances of GSA superseded.

Any policies and procedures in any GSA issuance which are inconsistent with the policies and procedures in this Part 105–64 are superseded to the extent of that inconsistency.

§ 105–64.102 Records of other agencies.

(a) *Other agencies' records managed and administered by GSA.* Rules governing the maintenance of systems of records of agencies other than GSA which are located in the National Archives of the United States and Federal Records Centers are in Part 105–61 (Public use of records, donated historical materials, and facilities in the National Archives and Records Service).

(b) *Current records of other agencies.* If GSA receives a request for access to records which are the primary responsibility of another agency, but which are maintained by or in the temporary possession of GSA on behalf of that agency, GSA will refer the request to the agency concerned for appropriate action. GSA will advise the requester that the request has been forwarded to the responsible agency. Records in the custody of GSA which are the primary responsibility of the U.S. Civil Service Commission are governed by the rules of the Commission promulgated pursuant to the Privacy Act.

§ 105–64.103 Subpoena and other legal demands.

Access to systems of records by subpoena or other legal process shall be in accordance with the provisions of Subpart 105–60.6 of this chapter.

Subpart 105–64.2—Disclosure of Records

§ 105–64.201 Conditions of disclosure.

No official or employee of GSA shall disclose any record to any person or to another agency without the express written consent of the subject individual unless the disclosure is:

(a) To officers or employees of GSA who have a need for the information in the official performance of their duties;

(b) Required by the provisions of the Freedom of Information Act;

(c) For a routine use as published in the annual notice in the FEDERAL REGISTER;

(d) To the Bureau of the Census for uses pursuant to Title 13, United States Code;

(e) To a recipient who has provided the agency with advance adequate written assurance that the record will be used solely as a statistical research or reporting record. (The record shall be transferred in a form that is not individually identifiable. The written statement should include as a minimum:

(1) A statement of the purpose for requesting the records; and

(2) Certification that the records will be used only for statistical purposes.

These written statements should be maintained as records. In addition to deleting personal identifying information from records released for statistical purposes, the system manager shall ensure that the identity of the individual cannot reasonably be deduced by combining various statistical records.);

(f) To the National Archives of the United States as a record which has sufficient historical or other value to warrant its continued preservation by the United States Government, or for evaluation by the Administrator of General Services or his designee to determine whether the record has such value;

(g) To another agency or instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity, if the activity is authorized by law, and if the head of the agency or instrumentality or his designated representative has made a written request to the General Services Administration specifying the particular portion desired and the law enforcement activity for which the record is sought;

(h) To a person showing compelling circumstances affecting the health and safety of an individual, not necessarily the individual to whom the record pertains (Upon such disclosure, a notification must be sent to the last known address of the subject individual.);

(i) To either House of Congress or to a subcommittee or committee (joint or of either House, to the extent that the subject matter falls within their jurisdiction);

(j) To the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office; or

(k) Pursuant to the order of a court of competent jurisdiction.

§ 105–64.201a Procedures for disclosure.

(a) Upon receipt of a request for disclosure, the system manager shall verify the right of the requester to obtain disclosure pursuant to § 105–64.201. Upon that verification, the system manager shall make the requested records available.

(b) If the system manager determines that the disclosure is not permitted under the provisions of § 105–64.201, he shall deny the request in writing and shall inform the requester of his right to submit his request for review and final determination to the Director of Administration, General Services Administration.

§ 105–64.202 Accounting of disclosures.

(a) Except for disclosures made pursuant to § 105–64.201 (a) and (b), an accurate accounting of each disclosure shall be made and retained for 5 years after the disclosure or for the life of the record, whichever is longer. The accounting shall include the date, nature, and purpose of each disclosure, and the name and address of the person or agency to whom the disclosure is made.

(b) The system manager also shall maintain in conjunction with the accounting of disclosures:

(1) A full statement of the justification for the disclosure;

(2) All documentation surrounding disclosure of a record for statistical or law enforcement purposes; and

(3) Evidence of written consent to a disclosure given by the subject individual.

(c) Except for the accounting of disclosures made to agencies or instru-

mentalities in law enforcement activities in accordance with § 105–64.201(g) or of disclosures made from exempt systems (see Subpart 105–64.6), the accounting of disclosures shall be made available to the individual upon request. Procedures for requesting access to the accounting are in Subpart 105–64.3 of this part.

Subpart 105–64.3—Individual Access to Records

§ 105–64.301 Access procedures.

§ 105–64.301–1 Form of requests.

(a) An individual who seeks access to his record or to any information pertaining to him which is contained in a system of records should notify the system manager or applicable individual at the address indicated in the FEDERAL REGISTER notice describing the pertinent system of records.

(b) The request shall be in writing and shall bear the legend "Privacy Act Request" both on the request letter and on the envelope. The request letter should contain the complete name and identifying number of the system as published in the FEDERAL REGISTER; the full name and address of the subject individual; a brief description of the nature, time, place, and circumstances of the individual's association with GSA; and any other information which the individual believes would help the system manager to determine whether the information about the individual is included in the system of records. The system manager or applicable individual shall answer or acknowledge the request within 10 workdays of its receipt by GSA.

(c) The system manager, at his discretion, may accept oral requests for access subject to verification of identity.

§ 105–64.301–2 Special requirements for medical records.

(a) A system manager who receives a request from an individual for access to those official medical records which belong to the U.S. Civil Service Commission and are described in Chapter 339, Federal Personnel Manual (medical records about entrance qualification or fitness for duty, or medical records which are otherwise filed in the Official Personnel Folder), shall refer the pertinent system of records to a Federal Medical Officer for review and determination in accordance with this section. If no Federal Medical Officer is available to make the determination required by this section, the system manager shall refer the request and the medical reports concerned to the U.S. Civil Service Commission for determination.

(b) If, in the opinion of a Federal Medical Officer, medical records requested by the subject individual indicate a condition about which a prudent physician would hesitate to inform a person suffering from such a condition of its exact nature and probable outcome, the system manager shall not release the medical information to the subject individual nor to any person other than a physician designated in writing by the subject individual, his guardian, or conservator.

(c) If, in the opinion of a Federal medical officer, the medical information does not indicate the presence of any condition which would cause a prudent physician to hesitate to inform a person suffering from such a condition of its exact nature and probable outcome, the system manager shall release it to the subject individual or to any person, firm, or organization which the individual authorizes in writing to receive it.

§ 105–64.301–3 Granting access.

(a) Upon receipt of a request for access to non-exempt records, the system manager shall make these records available to the subject individual or shall acknowledge the request within 10 workdays of its receipt by GSA. The acknowledgment shall indicate when the system manager will make the records available.

(b) If the system manager anticipates more than a 10 day delay in making a record available, he also shall include in the acknowledgment specific reasons for the delay.

(c) If a subject individual's request for access does not contain sufficient information to permit the system manager to locate the records, the system manager shall request additional information from the individual and shall have 10 workdays following receipt of the additional information in which to make the records available or to acknowledge receipt of the request and indicate when the records will be available.

(d) Records will be available for authorized access during normal business hours at the offices where the records are located. A requester should be prepared to identify himself by signature; i.e., to note by signature the date of access and/or to produce other identification verifying the signature.

(e) Upon request, a system manager shall permit an individual to examine the original of a non-exempt record, shall provide the individual with a copy of the record, or both. Fees shall be charged only for copies requested by the individual and not for copies provided to the individual for the convenience of the agency.

(f) An individual may request to pick up a record in person or to receive it by mail, directed to the name and address provided by the individual in his request. A system manager shall not make a record available to a third party for delivery to the subject individual, except for medical records as outlined in § 105–64.301–2.

(g) An individual who wishes to have a person of his choosing review, accompany him in reviewing, or obtain a copy of a record must, prior to the disclosure, sign a statement authorizing the disclosure of his record. The system manager shall maintain this statement with the record.

(h) [Reserved.]

(i) The procedure for access to an accounting of disclosures is identical to the procedure for access to a record as set forth in this section.

§ 105–64.301–4 Denials of access.

(a) A system manager may deny an individual access to his record only on the grounds that GSA has published rules in the FEDERAL REGISTER exempting the pertinent system of records from the access requirement. These systems of records are described in Subpart 105–64.6 of this part.

(b) Upon receipt of a request for access to a record which the system manager believes is contained within an exempt system of records, he shall forward the request to the appropriate official listed below through normal supervisory channels:

(1) Central Office:
The Administrator.
The Deputy Administrator.
The Assistant Administrator.
The Associate Administrator for Federal Management Policy.
Director of Civil Rights.
Chairman, GSA Board of Contract Appeals.
Director of Audits.
Special Assistant to the Administrator for Stockpile Disposal.
Special Assistant to the Administrator for Coordination of John F. Kennedy Library.
Special Assistant to the Administrator for Presidential Materials.
Director, Federal Preparedness Agency.
Assistant Administrator for Administration.
General Counsel.
Commissioner, Public Buildings Service.
Commissioner, Federal Supply Service.
Commissioner, Automated Data and Telecommunications Service.
Archivist of the United States.

(2) Regional offices: Regional Administrator.

The system manager shall append to the request an explanation of his determination that the requested record is contained within an exempt system of records and a recommendation that the request be denied or granted.

(c) In the event that the system manager serves in one of the positions listed in paragraph (b) of this section, he shall retain the responsibility for denying or granting the request.

(d) The appropriate official listed in paragraph (b) of this section shall, in consultation with legal counsel and such other officials as he deems appropriate, determine if the requested record is in fact contained within an exempt system of records and:

(1) If the record is not contained within an exempt system of records, he shall notify the system manager to grant the request in accordance with § 105–64.301–3; or

(2) If the record is contained within an exempt system, he shall:

(i) Notify the requester that the request is denied, including a statement justifying the denial and advising the requester of his right to judicial review of that decision as provided in § 105–64.408; or

(ii) Notify the system manager to make the record available to the requester in accordance with § 105–64.301–3, notwithstanding the record's inclusion within an exempt system.

(e) The appropriate official listed in paragraph (b) of this section shall provide the Director of Information with a copy of any denial of a requested access.

§ 105–64.301–5 Appeal of denial of access within GSA.

(a) A requester denied access, in whole or in part, to records pertaining to him, exclusive of those records for which the system manager is the Administrator, may file an administrative appeal of that denial. All appeals should be addressed to the Director of Information (AVI), General Services Administration, Washington, DC 20405, regardless whether the denial being appealed was made by a Central Office or a regional official.

(b) Each appeal to the GSA Director of Information shall be in writing. The appeal should bear the legend "Privacy Act—Access Appeal," on both the face of the letter and the envelope.

(c) Upon receipt of an appeal, the Director of Information shall consult with the system manager, the official who made the denial, legal counsel, and such other officials as may be appropriate. If the Director of Information, in consultation with these officials, determines that the request for access should be granted because the subject records are not exempt, he shall immediately either instruct the system manager in writing to grant access to the record in accordance with § 105–64.301–3, or shall grant access himself, and shall notify the requester of that action.

(d) If the Director of Information, in consultation with the officials specified in paragraph (c) of this section, determines that the appeal should be rejected, he shall submit the file on the request and appeal, including his findings and recommendations, to the Deputy Administrator for a final administrative determination.

(e) If the Deputy Administrator determines that access to the record should be granted, he shall immediately instruct the system manager in writing to grant access to the record in accordance with § 105–64.301–3. The Deputy Administrator shall send a copy of his instructions to the Director of Information, who shall notify the requester of that action.

(f) If the Deputy Administrator determines to reject the appeal, he immediately shall notify the requester in writing of that determination. This action shall constitute the final administrative determination on the request for access to the record and shall include:

(1) The reasons for the rejection of the appeal; and

(2) Notice of the requester's right to seek judicial review of the final administrative determination, as provided in § 105–64.408.

(g) The final agency determination will be made no later than 30 workdays from the date on which the appeal is received by the Director of Information. The Deputy Administrator may extend this time limit by notifying the requester in writing before the expiration of the 30 workdays. The Deputy Administrator's notification shall include an explanation for the extention.

§ 105–64.302 Fees.

§ 105–64.302–1 Records available at a fee.

The system manager shall provide one copy of a record to a requester at a fee prescribed in § 105–64.302–6.

§ 105–64.302–2 Additional copies.

A reasonable number of additional copies shall be provided for the applicable fee to a requester who indicates that he has no access to commercial reproduction services.

§ 105–64.302–3 Waiver of fee.

The system manager shall make one copy of a record, up to 50 pages, available without charge to a requester who is an employee of GSA. The system manager may waive the fee requirement for any other requester if the cost of collecting the fee is an unduly large part of, or greater than, the fee, or when furnishing the record without charge conforms to generally established business custom or is in the public interest.

§ 105–64.302–4 Prepayment of fees over $25.

If the system manager determines that the anticipated total fee is likely to exceed $25, he shall notify the individual that he must prepay the anticipated fee prior to GSA's making the records available. GSA will remit the excess paid by the individual or bill the individual for an additional amount if there is a variation between the final fee charged and the amount prepaid.

§ 105–64.302–5 Form of payment.

Payment shall be by check or money order payable to the General Services Administration and shall be addressed to the system manager.

§ 105–64.302–6 Reproduction fee schedule.

(a) The fee for reproducing a copy of a GSA record (by routine electrostatic copying) up to and including material 8½ x 14 inches shall be $0.10 per page.

(b) The fee for reproducing a copy of a GSA record over 8½ x 14 inches or whose physical characteristics do not permit reproduction by routine electrostatic copying shall be the direct cost of reproducing the records through Government or commercial sources.

Subpart 105–64.4—Requests To Amend Records

§ 105–64.401 Submission of requests to amend records.

An individual who desires to amend any record containing personal information about him should direct a written request to the system manager specified in the pertinent FEDERAL REGISTER notice concerning GSA's systems of records. A current GSA employee who desires to amend personnel records should submit a written request to the General Services Administration, Director of Personnel (BP), Washington, DC 20405. Each request should include evidence of and justification for the need to amend the pertinent record. Each request should bear the legend "Privacy Act—Request To Amend Record" prominently marked on both the face of the request letter and the envelope.

§ 105–64.402 Review of requests to amend records.

(a) The system manager shall acknowledge his receipt of a request to amend a record within 10 workdays. If possible, the acknowledgment shall include the system manager's determination either to amend the record or to deny the request to amend as provided in § 105–64.404.

(b) When reviewing a record in response to a request to amend, the system manager shall assess the accuracy, relevance, timeliness, and completeness of the existing record in light of the proposed amendment. He shall determine whether the request for the amendment is justified. With respect to a request to delete information, the system manager also shall review the request and the existing record to determine whether the information is relevant and necessary to accomplish an agency purpose required to be accomplished by statute or Executive Order.

§ 105–64.403 Approval of requests to amend.

If the system manager determines that amendment of a record is proper in accordance with the request to amend, he promptly shall make the necessary corrections to the record and shall send a copy of the corrected record to the individual. Where an accounting of disclosure has been maintained, he shall advise all previous recipients of the record of the fact that a correction has been made and the substance of the correction. Where practicable, the system manager shall send a copy of the corrected record to previous recipients. The system manager shall advise the Director of Information that a request to amend has been approved.

§ 105–64.404 Denial of requests to amend.

(a) If the system manager determines that an amendment of a record is improper or that the record should be amended in a manner other than that requested by an individual, he shall refer the request to amend and his determinations and recommendations to the appropriate official listed in § 105–64.301–4(b) through normal supervisory channels.

(b) If the official listed in § 105–64.301–4(b), after reviewing the request to amend a record, determines to amend the record in accordance with the request, he promptly shall return the request to the system manager with instructions to make the requested amendments in accordance with § 105–64.403.

(c) If the appropriate official listed in § 105–64.301–4(b), after reviewing the request to amend a record, determines not to amend the record in accordance with the request, he promptly shall advise the requester in writing of the determination. The refusal letter (1) shall state the reasons for the denial of the request to amend; (2) shall include

proposed alternative amendments, if appropriate; (3) shall state the requester's right to appeal the denial of the request to amend; and (4) shall state the procedures for appealing.

(d) The appropriate official listed in § 105-64.301-4(b) shall furnish the Director of Information a copy of each initial denial of a request to amend a record.

§ 105-64.405 Agreement to alternative amendments.

If the denial of a request to amend a record includes proposed alternative amendments, and if the requester agrees to accept them, he must notify the official who signed the denial. That official immediately shall instruct the system manager to make the necessary amendments in accordance with § 105-64.403.

§ 105-64.406 Appeal of denial of request to amend a record.

(a) A requester who disagrees with a denial of a request to amend a record may file an administrative appeal of that denial. The requester should address the appeal to the General Services Administration, Director of Information (ALVP), Washington, DC 20405. If the requester is an employee of GSA and the denial to amend involves a record maintained in the employee's Official Personnel Folder, as described in Chapter 293 of the Federal Personnel Manual, the appeal should be addressed to the Director, Bureau of Manpower Information Systems, United States Civil Service Commission, Washington, DC 20415.

(b) Each appeal to the GSA Director of Information shall be in writing and must be received by him no later than 30 calendar days from the requester's receipt of a denial of a request to amend a record. The appeal should bear the legend "Privacy Act—Appeal," both on the face of the letter and the envelope.

(c) Upon receipt of an appeal, the Director of Information shall consult with the system manager, the official who made the denial, legal counsel, and such other officials as may be appropriate. If the Director of Information, in consultation with these officials, determines that the record should be amended as requested, he immediately shall instruct the system manager to amend the record in accordance with § 105-64.403 and shall notify the requester of that action.

(d) If the Director of Information, in consultation with the officials specified in paragraph (c) of this section, determines that the appeal should be rejected, he shall submit the file on the request and appeal, including his findings and recommendations, to the Deputy Administrator for a final administrative determination.

(e) If the Deputy Administrator determines that the record should be amended as requested, he immediately shall instruct the system manager in writing to amend the record in accordance with § 105-64.403. The Deputy Administrator shall send a copy of his instructions to the Director of Information, who shall notify the requester of that action.

(f) If the Deputy Administrator determines to reject the appeal, he immediately shall notify the requester in writing of that determination. This action shall constitute the final administrative determination on the request to amend the record and shall include:

(1) The reasons for the rejection of the appeal;

(2) Proposed alternative amendments, if appropriate, which the requester subsequently may accept in accordance with § 105-64.405;

(3) Notice of the requester's right to file a Statement of Disagreement for distribution in accordance with § 105-64.407; and

(4) Notice of the requester's right to seek judicial review of the final administrative determination, as provided in § 105-64.408.

(g) The final agency determination must be made no later than 30 workdays from the date on which the appeal is received by the Director of Information. In extraordinary circumstances, the Administrator may extend this time limit by notifying the requester in writing before the expiration of the 30 workdays. The Administrator's notification will include a justification for the extension.

§ 105-64.407 Statements of disagreement.

Upon receipt of a final administrative determination denying a request to amend a record, the requester may file a Statement of Disagreement with the appropriate system manager. The Statement of Disagreement should include an explanation of why the requester believes the record to be inaccurate, irrelevant, untimely, or incomplete. The system manager shall maintain the Statement of Disagreement in conjunction with the pertinent record, and shall include a copy of the Statement of Disagreement in any disclosure of the pertinent record. The system manager shall provide a copy of the Statement of Disagreement to any person or agency to whom the record has been disclosed only if the disclosure was subject to the accounting requirements of § 105-64.202.

§ 105-64.408 Judicial review.

Within 2 years of receipt of a final administrative determination as provided in § 105-64.301-4 or § 105-64.406, a requester may seek judicial review of that determination. A civil action must be filed in the Federal District Court in which the requester resides or has his principal place of business or in which the agency records are situated, or in the District of Columbia.

Subpart 105-64.5—Report on New Systems and Alteration of Existing Systems

§ 105-64.501 Reporting requirement.

(a) No later than 90 calendar days prior to the establishment of a new system of records, the prospective system manager shall notify the Assistant Administrator for Administration of the proposed new system. The prospective system manager shall include with the notification a completed GSA Form 3294, System of Records Covered by the Privacy Act of 1974, and a justification for each system of records he proposes to establish. If the Assistant Administrator for Administration determines that the establishment of the proposed system is in the best interest of the Government, he shall submit, no later than 60 calendar days prior to the establishment of that system of records, a report of the proposal to the President of the Senate, the Speaker of the House of Representatives, and the Director of the Office of Management and Budget for their evaluation of the probable or potential effect of that proposal on the privacy and other personal or property rights of individuals.

(b) No later than 90 calendar days prior to the alteration of a system of records, the system manager responsible for the maintenance of that system of records shall notify the Assistant Administrator for Administration of the proposed alteration. The system manager shall include with the notification a completed GSA Form 3294, System of Records Covered by the Privacy Act of 1974, and a justification for each system of records he proposes to alter. If the Assistant Administrator for Administration determines that the proposed alteration is in the best interest of the Government, he shall submit, no later than 60 calendar days prior to the establishment of that alteration, a report of the proposal to the President of the Senate, the Speaker of the House of Representatives, and the Director of the Office of Management and Budget for their evaluation of the probable or potential effect of that proposal on the privacy and other personal or property rights of individuals.

(c) The reports required by this regulation are exempt from reports control.

§ 105-64.502 Federal Register notice of establishment of new system or alteration of existing system.

The Assistant Administrator for Administration shall publish in the FEDERAL REGISTER a notice of the proposed establishment or alteration of a system of records when:

(a) He receives notice that the Senate, the House of Representatives, and the Office of Management and Budget do not object to the establishment of a new system of records or to the alteration of an existing system of records, or

(b) No fewer than 30 calendar days elapse from the date of submission of the proposal to the Senate, the House of Representatives, and the Office of Management and Budget without receipt by the Assistant Administrator for Administration of an objection to the proposal.

The notice shall include all of the information required to be provided in GSA Form 3294, System of Records Covered by the Privacy Act of 1974, and such other information as the Assistant Administrator for Administration deems necessary.

§ 105–64.503 Effective date of new systems of records or alteration of an existing system of records.

Systems of records proposed to be established or altered in accordance with the provisions of this subpart shall be effective no sooner than 30 calendar days from the publication of the notice required by § 105–64.502.

Subpart 105–64.6—Exemptions

§ 105–64.601 General exemptions.

The following system of records shall be exempt from all provisions of the Privacy Act of 1974 with the exception of subsections (b); (c)(1) and (2); (e)(4)(A) through (F); (e)(6), (7), (9), (10), and (11); and (i) of the Act:

Incident Reporting Systems
GSA/PBS 3

This system is exempt to the extent that information in the system pertains to the enforcement of criminal laws, including police efforts to prevent, control, or reduce crime or to apprehend criminals; to the activities of prosecutors, courts, and correctional, probation, pardon, or parole authorities; and to (a) information compiled for the purpose of identifying individual criminal offenders and alleged offenders and consisting only of identifying data and notations of arrests, the nature and disposition of criminal charges, sentencing, confinement, release, and parole and probation status; (b) information compiled for the purpose of a criminal investigation, including reports of informants and investigators, that is associated with an identifiable individual; or (c) reports identifiable to an individual compiled at any stage of the process of enforcement of the criminal laws, from arrest or indictment through release from supervision. This system is exempted to maintain the efficacy and integrity of the Federal Protective Service's law enforcement function.

§ 105–64.602 Specific exemptions.

§ 105–64.602–1 General investigative files.

The following system of records shall be exempt from subsections (c)(3); (d); (e)(1); (e)(4)(G), (H), and (I); and (f) of the Privacy Act of 1974:

Investigation and Personnel Security Case Files
GSA/OAD 24

This system is exempt (a) to the extent that the system consists of investigatory material compiled for law enforcement purposes, other than material within the scope of § 105–64.601: *Provided, however,* That if any individual is denied any right, privilege, or benefit to which he would otherwise be entitled by Federal law, or for which he would otherwise be eligible, as a result of the maintenance of such material, such material shall be provided to such individual, except to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence and (b) to the extent the system consists of investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise that the identity of the source would be held in confidence, or, prior to the effective date of this section, under an implied promise that the identity of the source would be held in confidence. This system has been exempted to maintain the efficacy and integrity of lawful investigations conducted pursuant to the GSA Office of Investigation law enforcement responsibilities and its responsibilities in the areas of Federal employment, Government contracts, and access to security classified information.

§ 105–64.602–2 Testing files.

The following system of records shall be exempt from subsections (c)(3); (d); (e)(1); (e)(4)(G), (H), and (I); and (f) of the Privacy Act of 1974:

Test Material
GSA/OAD 20

This system is exempt to the extent that the system consists of testing or examination material used solely to determine individual qualifications for appointment or promoton in the Federal service, the disclosure of which would compromise the objectivity or fairness of the testing or examination process. This system has been exempted to maintain the efficacy and integrity of materials used in examining or testing persons to determine their qualifications for a Federal appointment or promotion.

Subpart 105–64.7—Assistance and Referrals

§ 105–64.701 Requests for assistance and referral.

Requests for assistance and referral to the responsible system manager or other GSA employee charged with implementing these regulations should be made to the Director of Information (AVI), General Services Administration, Washington, DC 20405.

Title 29—Labor

CHAPTER I—NATIONAL LABOR RELATIONS BOARD

PART 102—RULES AND REGULATIONS, SERIES 8

NOTE: Only those portions of 29 CFR Part 102 pertaining to the Privacy Act of 1974, are reproduced below.

§ 102.117 Board materials and formal documents available for public inspection and copying; requests for identifiable records; files and records not subject to inspection; fees for copying and production; access to and amendments of records pertaining to individuals in systems of records.

* * * * *

(e) An individual will be informed whether a system of records maintained by this agency contains a record pertaining to such individual. An inquiry should be made in writing or in person during normal business hours to the official of this agency designated for that purpose and at the address set forth in a notice of a system of records published by this agency, in a Notice of Systems of Government-wide Personnel Records published by the Civil Service Commission, or in a Notice of Government-wide System of Records published by the Department of Labor. Copies of such notices, and assistance in preparing an inquiry, may be obtained from any regional office of the Board or at the Board offices at 1717 Pennsylvania Avenue, NW., Washington, D.C. 20570. The inquiry should contain sufficient information, as defined in the notice, to identify the record. Reasonable verification of identity of the inquirer, as described in subsection (i) of this section, will be required to assure that information is disclosed to the proper person. The agency shall acknowledge the inquiry in writing within 10 days (excluding Saturdays, Sundays, and legal public holidays) and, wherever practicable, the acknowledgment shall supply the information requested. If, for good cause shown, the agency cannot supply the information within 10 days, the inquirer shall within that time period be notified in writing of the reasons therefor and when it is anticipated the information will be supplied. An acknowledgment will not be provided where the information is supplied within the 10-day period. If the agency refuses to inform an individual whether a system of records contains a record pertaining to an individual, the inquirer shall be notified in writing of that determination and the reasons therefor, and of the right to obtain review of that determination under the provisions of paragraph (j) of this section.

(f) An individual will be permitted access to records pertaining to such individual contained in any system of records described in the notices of systems of records published by this agency, or access to the accounting of disclosures from such records. The request for access must be made in writing or in person during normal business hours, to the person designated for that purpose and at the address set forth in the published notice of systems of records. Copies of such notices, and assistance in preparing a request for access, may be obtained from any regional office of the Board or at the Board offices at 1717 Pennsylvania Avenue NW., Washington, D.C. 20570. Reasonable verification of the identity of the requester, as described in subsection (i) of this section, shall be required to assure that records are disclosed to the proper person. A request for access to records or the accounting of disclosures from such records shall be acknowledged in writing by the agency within 10 days of receipt (excluding Saturdays, Sundays, and legal public holidays) and, wherever practicable, the acknowledgement shall inform the requester whether or not access will be granted and, if so, the time and location at which the records or accounting will be made available. If access to the record or accounting is to be granted, the record or accounting will normally be provided within 30 days (excluding Saturdays, Sundays, and legal public holidays) of the request, unless for good cause shown the agency is unable to do so, in which case the individual will be informed in writing within that 30-day period of the reasons therefor and when it is anticipated that access will be granted. An acknowledgement of a request will not be provided if the record is made available within the 10-day period. If an individual's request for access to a record or an accounting of disclosures from such a record under the provisions of this subsection is denied, the notice informing the individual of the denial shall set forth the reasons therefor and advise the individual of the right to obtain a review of that determination under the provisions of subsection (j) of this section.

(g) An individual granted access to records pertaining to such individual contained in a system of records may review all such records. For that purpose the individual may be accompanied by a person of the individual's choosing, or the record may be released to the individual's representative who has the written consent of the individual, as described in subsection (i) of this section. A first copy of any such record or information will ordinarily be provided without charge to the individual or representative in a form comprehensible to the individual. Fees for any other copies of requested records shall be assessed at the rate of $0.10 for each sheet of duplication.

(h) An individual may request amendment of a record pertaining to such individual in a system of records maintained by this agency. A request for amendment of a record must be in writing and submitted during normal business hours to the person designated for that purpose and at the address set forth in the published notice for the system of records containing the record of which amendment is sought. Copies of such notices, and assistance in preparing a request for amendment, may be obtained from any regional office of the Board or at the Board offices at 1717 Pennsylvania Avenue, NW., Washington, D.C. 20570. The requester must provide verification of identity as described in subsection (i) of this section, and the request should set forth the specific amendment requested and the reason for the requested amendment. The agency shall acknowledge in writing receipt of the request within 10 days of its receipt (excluding Saturdays, Sundays, and legal public holidays) and, wherever practicable, the acknowledgment shall advise the individual of the determination of the request. If the review of the request for amendment cannot be completed and a determination made within 10 days, the review shall be completed as soon as possible, normally within 30 days (Saturdays, Sundays, and legal public holidays excluded) of receipt of the request unless unusual circumstances preclude completing the review within that time, in which event the requester will be notified in writing within that 30-day period of the reasons for the delay and when the determination of the request may be expected. If the determination is to amend the record, the requester shall be so notified in writing and the record shall be amended in accordance with that determination. If any disclosures accountable under the provisions of 5 U.S.C. Sec. 552a(c) have been made, all previous recipients of the record which was amended shall be advised of the amendment and its substance. If it is determined that the request should not be granted, the requester shall be notified in writing of that determination and of the reasons therefor, and advised of the right to obtain review of the adverse determination under the provisions of paragraph (j) of this section.

(i) Verification of the identification of individuals required under subsections (e), (f), (g), and (h) of this section to assure that records are disclosed to the proper persons shall be required by the agency to an extent consistent with the nature, location, and sensitivity of the records being disclosed. Disclosure of a record to an individual in person will normally be made upon the presentation of acceptable identification. Disclosure of records by mail may be made upon the basis of the identifying information set forth in the request. Depending upon the nature, location, and sensitivity of the requested record, a signed notarized statement verifying identity may be required by the agency. Proof of authorization as representative to have access to a record of an individual shall be in writing, and a signed notarized statement of such authorization may be required by the agency if the record requested is of a sensitive nature.

(j) (1) Review may be obtained with respect to (i) a refusal, under paragraph (e) or (k) of this section, to inform an individual if a system of records contains a record concerning that individual, (ii) a refusal, under paragraph (f) or (k) of this section, to grant access to a record or an accounting of disclosures from such a record, or (iii) a refusal,

under paragraph (h) of this section, to amend a record. The request for review should be made to the chairman of the Board if the system of records is maintained in the offices of a member of the Board, the office of the executive secretary, the office of the solicitor, the division of information, or the division of administrative law judges. Consonant with the provisions of section 3(d) of the National Labor Relations Act, as amended, and the delegation of authority from the Board to the general counsel, the request should be made to the general counsel if the system of records is maintained by any office of the agency other than those enumerated above. Either the chairman of the Board or the general counsel may designate in writing another officer of the agency to review the refusal of the request. Such review shall be completed within 30 days (excluding Saturdays, Sundays, and legal public holidays) from the receipt of the request for review unless the chairman of the Board or the general counsel, as the case may be, for good cause shown, shall extend such 30-day period.

(2) If, upon review of a refusal under subsection (e) or (k), the reviewing officer determines that the individual should be informed of whether a system of records contains a record pertaining to that individual; such information shall be promptly provided. If the reviewing officer determines that the information was properly denied, the individual shall be so informed in writing with a brief statement of the reasons therefor.

(3) If, upon review of a refusal under paragraph (f) or (k), the reviewing officer determines that access to a record or to an accounting of disclosures should be granted, the requester shall be so notified and the record or accounting shall be promptly made available to the requester. If the reviewing officer determines that the request for access was properly denied, the individual shall be so informed in writing with a brief statement of the reasons therefor, and of the right to judicial review of that determination under the provisions of 5 U.S.C. section 552a(g)(1)(B).

(4) If, upon review of a refusal under subsection (h), the reviewing official grants a request to amend, the requester shall be so notified, the record shall be amended in accordance with the determination, and, if any disclosures accountable under the provisions of 5 U.S.C. Sec. 552a(c) have been made, all previous recipients of the record which was amended shall be advised of the amendment and its substance. If the reviewing officer determines that the denial of a request for amendment should be sustained, the agency shall advise the requester of the determination and the reasons therefor, and that the individual may file with the agency a concise statement of the reasons for disagreeing with the determination, and may seek judicial review of the agency's denial of the request to amend the record. In the event a statement of disagreement is filed, that statement (i) will be made available to anyone to whom the record is subsequently disclosed together with, at the discretion of the agency, a brief statement summarizing the agency's reasons for declining to amend the record, and (ii) will be supplied, together with any agency statements, to any prior recipients of the disputed record to the extent that an accounting of disclosures was made.

(k) To the extent that portions of systems of records described in notices of governmentwide systems of records published by the Civil Service Commission are identified by those notices as being subject to the management of an officer of this agency, or an officer of this agency is designated as the official to contact for information, access or contest of those records, individual requests for access to those records, requests for their amendment, and review of denials of requests for amendment shall be in accordance with the provisions of 5 CFR part 297, subpart A, section 297.101, *et seq.*, as promulgated by the Civil Service Commission. To the extent that portions of systems of records described in notices of governmentwide systems of records published by the Department of Labor are identified by those notices as being subject to the management of an officer of this agency, or an officer of this agency is designated as the official to contact for information, access or contest of those records, individual requests for access to those records, requests for their amendment, and review of denials of requests for amendment shall be in accordance with the provisions of 29 CFR part 70a as promulgated by the Department of Labor. Review of a refusal to inform an individual whether such a system of records contains a record pertaining to that individual, and review of a refusal to grant an individual's request for access to a record in such a system may be obtained in accordance with the provisions of subsection (j) of this section.

§ 102.118 Board employees prohibited from producing files, records, etc., pursuant to subpoena ad testificandum or subpoena duces tecum; prohibited from testifying in regard, thereto; production of witnesses' statements after direct testimony.

(a)(1) * * *

(2) No regional director, field examiner, administrative law judge, attorney, specially designated agent, general counsel, member of the Board, or other officer or employee of the Board shall, by any means of communication to any person or to another agency, disclose personal information about an individual from a record in a system of records maintained by this agency, as more fully described in the notices of systems of records published by this agency in accordance with the provisions of section (e)(4) of the Privacy Act of 1974, 5 U.S.C. Sec. 552a(e)(4), or by the Notices of Government-wide Systems of Personnel Records published by the Civil Service Commission in accordance with those statutory provisions, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be in accordance with the provisions of section (b)(1) through (11), both inclusive, of the Privacy Act of 1974, 5 U.S.C. Sec. 552a(b)(1) through (11).

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