

Department of State, Room 1207, 2201 C Street, NW, Washington, DC.  
ITAC-T National Study Group, January 31 and February 1, 1996, 9:30 a.m.—4:00 p.m., at the Department of State, Room 1207, 2201 C Street, NW, Washington, DC.

Detailed agendas will be provided prior to the meetings to the most recent attendees of ITAC-T Study Groups. The Study Group A agenda will deal primarily with preparations for the upcoming Geneva meeting of the ITU-T Study Group 1 scheduled for February 27 to March 8, 1996 and preparations for, and development of U.S.

contributions for the upcoming meeting of ITU-T Study Group 3 March 11–20, 1996. The ITAC-T National Group's agenda will cover preparations for the February 19–23 TSAG General meeting and continue preparations for the upcoming World Telecommunications Standardization Conference scheduled for October 1996.

Members of the General Public may attend the meetings and join in the discussions, subject to the instructions of the chair. Admittance of public members will be limited to the seating available. In this regard, entrance to the Department of State is controlled. Questions regarding the meeting may be addressed to Mr. Earl Barbely at 202-647-0197. If you wish to attend please send a fax to 202-647-7407 not later than 5 days before the scheduled meetings. Please include your name, Social Security number and date of birth. One of the following valid photo ID's will be required for admittance: U.S. driver's license with picture, U.S. passport, U.S. government ID (company ID's are no longer accepted by Diplomatic Security). Enter from the "C" Street Main Lobby.

Dated: December 7, 1995.

Earl S. Barbely,

*Chairman, U.S. ITAC for Telecommunication Standardization.*

[FR Doc. 95-31002 Filed 12-20-95; 8:45 am]

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**[Public Notice No. 2310]**

**United States International Telecommunications Advisory Committee (ITAC); Notice of Meeting**

The Department of State announces that a meeting of the United States International Telecommunications Advisory Committee (ITAC) will be held January 12, 1996, 1:30–4 p.m., in room 1912 of the Department of State, 2201 "C" Street, NW., Washington, DC. The purpose of ITAC is to advise the Department on policy, technical and

operational matters and to provide strategic planning recommendations, with respect to international telecommunications and information issues.

The agenda of this meeting is to consider preparations for the ITU's first World Telecommunications Policy Forum, to be held October 21–23, 1996, in Geneva, with the theme "Global mobile personal communications by satellite." both Members (governments) and members (entities and organizations authorized to participate in the Union's activities) are invited to attend and may submit contributions in their own right. In particular the Department is seeking ITAC recommendations on U.S. participation in the Forum. For example, it is foreseen that U.S. contributions, which have been requested by February 26, might consist of a relatively short submission by the U.S. government on appropriate topics, accompanied by one or more submissions from the private sector interested in such systems. Questions regarding the agenda may be directed to Richard Shrum, Department of State (202-647-0050).

Members of the general public may attend the meetings and join in the discussions, subject to the instructions of the chair. In this regard, entry to the building is controlled. If you wish to attend, please send a fax to 202-647-7407 not later than 2 days before the scheduled meeting. One of the following valid photo ID's will be required for admittance: U.S. driver's license with picture, U.S. passport, U.S. government ID (company ID's are no longer accepted by Diplomatic Security). Enter from the "C" Street Main Lobby.

Dated: December 13, 1995.

Richard E. Shrum,

*ITAC Executive Director.*

[FR Doc. 95-31072 Filed 12-20-95; 8:45 am]

BILLING CODE 4710-45-M

**[Public Notice 2307]**

**Privacy Act of 1974; Creation of a New System of Records**

Notice is hereby given that the Department of State proposes to create a new system of records, STATE-41, pursuant to the provisions of the Privacy Act of 1974, as amended (5 U.S.C. 552a(r)), and the Office of Management and Budget Circular No. A-130, Appendix I. The Department's report was filed with the Office of Management and Budget on December 4, 1995.

This system of records is being implemented by the Department of State

to reflect more accurately its enhanced record keeping system for Foreign Service officers and specialists, and WAE re-employed annuitants who are assigned as rovers at posts abroad or domestically. The information included is directly related to the employee's assignment as a rover and generally does not include information kept in his/her official personnel file.

Any persons interested in commenting on this new system of records may do so by submitting comments in writing to Margaret P. Grafeld; Acting, Director; Office of Freedom of Information, Privacy and Classification Review; Room 1239; Department of State; 2201 C Street, NW; Washington, DC 20520-1239. This system of records will be effective 40 days from the date of publication, unless we receive comments which will result in a contrary determination. The new system description, "Rover Records, STATE-41" will read as set forth below.

Dated: December 4, 1995.

Patrick F. Kennedy,

*Assistant Secretary for the Bureau of Administration.*

**State—41**

**SYSTEM NAME:**

Rover Records.

**SECURITY CLASSIFICATION:**

Unclassified and classified.

**SYSTEM LOCATION:**

Department of State, 2201 C Street, NW, Washington, DC 20520; and the Miami Regional Center, 4000 N. Andrews Street, Ft. Lauderdale, FL 33309.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Foreign Service professional full-time officers and specialists, (communicators, secretaries, personnelists, administrative officers, and budget and fiscal officers) who are assigned as rovers for a tour of duty or in temporary duty status; WAE re-employed annuitants assigned as rovers in designated positions; and individuals previously in the above two categories whose reassignments are pending or who have resigned from the rover program or been reassigned outside of the program.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 3921 (Management of service); 22 U.S.C. 2656 and 2658 (Management of foreign affairs; Delegation of authority); 5 U.S.C. 301 (Management of the Department of State).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Communications between the Bureau of Personnel (PER) and the employee regarding assignments, extensions and curtailments; communications between PER and the bureau of assignment; communications between the employee and the office responsible for the employee's rating regarding issues and problems encountered and self-evaluation of performance and accomplishments; memoranda and telegrams regarding performance prepared at posts where employee served; employee trip reports; employee's assignment history; passports and copies of passport applications; photographs of employee for passport and visa purposes; profile sheets for visa applications; blanket travel authorizations and amendments; training records; medical clearance notifications; signed work requirements; copies of SF-50 personnel actions, arrival/departure communications; information regarding allowances, housing, and household effects; and time and attendance information. For WAE re-employed annuitants: Copies of W-4 tax withholding forms, SF-1190 foreign allowance forms, earnings and leave statements, salary checks and transfer of labor charges are also kept when routed through the appropriate Executive Office.

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

The information in this system is used to provide performance evaluation information for the employee's rating and reviewing officers who are not the on-site supervisors, to provide necessary information for visa requests for foreign travel, for applications for U.S. passports, for recommendation and authorization of training, for assisting the employee and posts in travel arrangements and assignment and administrative processing, for assignment processing in considering reappointments for re-employed annuitants, and by foreign missions when visas are requested. Also see the "Routine Uses" paragraph of the Prefatory Statement published in the Federal Register.

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

Electronic media, hard copy.

**RETRIEVABILITY:**

Individual name.

**SAFEGUARDS:**

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. Access to the Miami Regional Center is controlled by camera and motion detection devices. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and *ad hoc* monitoring of computer usage.

**RETENTION AND DISPOSAL:**

These records will be maintained until they become inactive, at which time they will be destroyed or retired according to published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239; Department of State, 2201 C Street, NW, Washington, DC 20520-1239.

**SYSTEM MANAGER(S) AND ADDRESS:**

Executive Director for African Affairs, Room 3517; Executive Director for East Asian and Pacific Affairs, Room 4313A; Executive Director for European and Canadian Affairs, Room 5428; Executive Director for Near Eastern and South Asian Affairs, Room 4245; or the Managing Director for Systems Operations for Information Management, Room 4422; Department of State, 2201 C Street, NW, Washington, DC 20520; or the Director of Miami Regional Center; 4000 N. Andrews Street, Ft. Lauderdale, FL 33309.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe the Department of State might have records pertaining to themselves when they were rovers should write to the Director, Office of Freedom of Information, Privacy and Classification Review, Room 1239, Department of State, 1201 C Street NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the Rover Records applicable to his/her

assignment to that program to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; bureau to which he/she was assigned and dates of assignment.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Office of Freedom of Information, Privacy and Classification Review (address above).

**RECORD SOURCE CATEGORIES:**

These records contain information obtained directly from the individual who is the subject of these records, from supervisors and officers who benefited from the individual's performance at posts where the individual served, from the office of the Regional Executive Director, from the Office of Medical Services, and from the Bureau of Personnel.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f). See Department of State Rules published in the Federal Register.

[FR Doc. 95-31109 Filed 12-20-95; 8:45 am]  
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**DEPARTMENT OF TRANSPORTATION**

[Docket 37554]

**Notice of Order Adjusting the Standard Foreign Fare Level Index**

Section 41509(e) of Title 49 of the United States Code requires that the Department, as successor to the Civil Aeronautics Board, establish a Standard Foreign Fare Level (SFFL) by adjusting the SFFL base periodically by percentage changes in actual operating costs per available seat-mile (ASM). Order 80-2-69 established the first interim SFFL, and Order 95-10-9 established the currently effective two-month SFFL applicable through November 30, 1995.

In establishing the SFFL for the two-month period beginning December 1, 1995, we have projected non-fuel costs based on the year ended September 30, 1995 data, and have determined fuel prices on the basis of the latest available experienced monthly fuel cost levels as reported to the Department.

By Order 95-12-23 fares may be increased by the following adjustment factors over the October 1979 level: