

Commission's regulations are found, this proceeding shall determine whether a cease and desist order should be issued against either or both to the Respondents.

It is further Ordered, That a public hearing be held in this proceeding and that these matters be assigned for hearing before an Administrative Law Judge ("ALJ") of the Commission's Office of Administrative Law Judges at a date and place to be hereafter determined by the ALJ in compliance with Rule 61 of the Commission's Rules of Practice and Procedure, 46 CFR 502.61. The hearing shall include oral testimony and cross-examination in the discretion of the presiding ALJ only after consideration has been given by the parties and the presiding ALJ to the use of alternative forms of dispute resolution, and upon a proper showing that there are genuine issues of material fact that cannot be resolved on the basis of sworn statements, affidavits, depositions, or other documents or that the nature of the matters in issue is such that an oral hearing and cross-examination are necessary for the development of an adequate record.

It is further Ordered, That the Commission's Bureau of Enforcement is designated a party to this proceeding.

It is further Ordered, That notice of this Order be published in the **Federal Register**, and a copy be served on each party of record.

It is further Ordered, That other persons having an interest in participating in this proceeding may file petitions for leave to intervene in accordance with Rule 72 of the Commission's Rules of Practice and Procedure, 46 CFR 502.72.

It is further Ordered, That all further notices, orders, and/or decisions issued by or on behalf of the Commission in this proceeding, including notice of the time and place of hearing or prehearing conference, shall be served on each party of record.

It is further Ordered, That all documents submitted by any party of record in this proceeding shall be directed to the Secretary, Federal Maritime Commission, Washington, DC 20573-0001, in accordance with Rule 118 of the Commission's Rules of Practice and Procedure, 46 CFR 502.118, and shall be served on each party of record.

Finally, it is further Ordered, That in accordance with Rule 61 of the Commission's Rules of Practice and Procedure, 46 CFR 502.61, the initial decision of the presiding ALJ shall be issued by May 5, 1998, and the final decision of the Commission shall be issued by September 2, 1998.

By the Commission.

Joseph C. Polking,

Secretary.

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GENERAL SERVICES ADMINISTRATION

Report on Revised System of Records Under the Privacy Act of 1974

AGENCY: General Services Administration.

ACTION: Notification of revised system of records.

SUMMARY: The purpose of this document is to give notice, under the provisions of the Privacy Act of 1974, 5 U.S.C. 552a, of intent by the General Services Administration (GSA) to revise a system of records maintained by GSA.

The system of records, Credentials, Passes, and Licenses, GSA/HRO-8, will be revised to show that GSA will collect individual next of kin name and phone number and medical information from employees on a voluntary basis, so that this information may be made available to security and medical personnel in the event of a medical emergency. The system will also be revised to show that data storage will be in the form of or in electronic chips in the individual's identification card itself, and in associated automated data systems.

A new system report was filed with the Chairman of the Committee on Government Operations in the House, the Committee on Governmental Affairs in the Senate, and the Office of Management and Budget.

DATES: Any interested party may submit written comments about this revision. Comments must be received on or before the 30th day following publication of this notice. The system will become effective without further notice on the 30th day following publication of this notice unless comments are received that would result in a contrary decision.

ADDRESS: Address comments to the General Services Administration (CAI) Washington, DC 20405.

FOR FURTHER INFORMATION CONTACT: Ms. Mary Cunningham, GSA Privacy Act Officer, telephone (202) 501-3415.

Background

The system of records, Credentials, Passes, and Licenses, GSA/HRO-8, will be revised to show that GSA will collect individual next of kin NAME and phone number and medical information from employees on a voluntary basis, so that

this information may be made available to security and medical personnel in the event of a medical emergency. The system will also be revised to show that data storage will be in the form of or in electronic chips in the individual's identification care itself, and in associated automated data systems.

System number: GSA/HRO-8.

System name: Credentials, Passes, and Licenses.

System location: This system of records is maintained by the Director, Office of Management Services, 1800 F St. NW, Washington, DC and by the regional Administrative Services Divisions as listed in the appendix.

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 Form 15, Weekend and Holiday Pass (Various personal characteristics).
2. GSA Form 22, Employee Identification Credential—Regional (Photo, name, Social Security Number (SSN), issuance date, serial number, employee signature, and issuing official).
3. GSA Form 48, Request for and Record of Credential or Pass (Name, photo, official address and phone number, home address, next of kin and next of kin phone number, issuance date, serial number, employee signature, and issuing official).
4. GSA Form 277, Employee Identification and Authorization Credential-General (Photo, signature of bearer, name of employee, signature of issuing official, date issued, identification serial number, SSN, position title, official address and phone number, home address and phone number, next of kin, next of kin phone number and medical information).
5. OF 7, Property Pass (Name, building, description of property, agency, and effective date).
6. GSA Form 2941, Parking application (Name address, agency, correspondence symbol, office telephone number, and length of service).

Authority for Maintenance of the System

The Federal Property and Administrative Services Act of 1949 (63 Stat. 377) as amended.

Purpose. To assemble in one system information pertaining to passes and credentials for identification and security purposes.

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such use

- a. To facilitate the issuance and control of cards, parking permits, building passes, driver licenses, and similar credentials.
- b. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the General Services Administration (GSA) becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.
- c. To provide information to a member of Congress or to a congressional staff member from the records of an individual in response to an inquiry from that congressional office made at the request of the individual.
- d. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.
- e. To disclose information to a Federal agency, in response to its requests, in connection with the hiring and retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of a job, the letting of a contract, or the issuance of 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.
- f. By the Office of Personnel Management in the production of summary descriptive statistics in support of the function for which the records are collected and maintained, or for related workforce studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- g. To disclose information 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 the circular.
- h. To disclose information to officials of the Merit Systems Protection Board, including the Office of Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission when requested in performance of their authorized duties.

i. 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.

j. To the Office of Personnel Management in accordance with the agency's responsibility for evaluation of Federal personnel management.

k. To the extent that official personnel records in the custody of GSA are covered within the systems or records published by the Office of Personnel Management as Government-wide records, they will be considered as 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 transferable to the Office of Personnel Management in accordance with official personnel programs and activities as a routine use.

l. To an expert, consultant, or a contractor of GSA to the extent necessary to further the performance of a Federal duty.

m. To medical personnel in the event of a medical emergency.

Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System

Storage: Information is collected by means of electronic mail and paper forms and may be stored as paper forms, or in electronic chips in the individual's identification card itself, and in associated automated data systems.

Retrievability: Name, SSN, identification (badge) serial number.

Safeguards: When not in use by an authorized person, paper records will be stored in lockable metal file cabinets or secured rooms. Electronic records are protected by a password and may also have a personal identification number (PIN) as a second level of protection.

Retention and disposal: Disposal of records is described in the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2A) and authorized GSA records schedules.

System Manager and Address:

The official responsible for this system is the Director, Office of Management Services, 1800 F Sts., 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.

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 or herself is the same as that shown in the appendix. Individuals 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 procedures for gaining access to records from the Director, Office of Management Services, or Regional Director, Administrative Services Division, as shown in the appendix.

Contesting Record Procedures

GSA rules for access to systems of records, contesting the contents of systems of records 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.

Dated: April 30, 1997.

John H. Davenjay,

Director, Administrative Policy and Information Management Division.

[FR Doc. 97-11958 Filed 5-7-97; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Aging

Public Information Collection Requirement Submitted to the Office of Management and Budget (OMB) for Clearance

AGENCY: Administration on Aging.

The Administration on Aging (AoA), Department of Health and Human Services, has submitted to the Office of Management and Budget (OMB) the following proposal for the collection of information in compliance with the Paperwork Reduction Act (Public Law 96-511):

Title of Information Collection: State Annual Long-Term Care Ombudsman Report;

Type of Request: Extension, With Minor Revision;

Use: To revise an existing information collection for States to use in reporting on activities of their Long-Term Care