

forms and other available documents submitted to OMB may be obtained from Mr. Eddins.

**SUPPLEMENTARY INFORMATION:** The Department has submitted the proposal for the collection of information, as described below, to OMB for review, as required by the Paperwork Reduction Act (44 U.S.C. Chapter 35).

The Notice lists the following information: (1) The title of the information collection proposal; (2) the office of the agency to collect the information; (3) the OMB approval number, if applicable; (4) the description of the need for the information and its proposed use; (5) the agency form number, if applicable; (6) what members of the public will be affected by the proposal; (7) how frequently information submissions will

be required; (8) an estimate of the total number of hours needed to prepare the information submission including number of respondents, frequency of response, and hours of response; (9) whether the proposal is new, an extension, reinstatement, or revision of an information collection requirement; and (10) the names and telephone numbers of an agency official familiar with the proposal and of the OMB Desk Officer for the Department.

**Authority:** Section 3507 of the Paperwork Reduction Act of 1995, U.S.C. 35, as amended.

Dated: May 11, 1999.

**David S. Cristy,**  
Director, Information Technology Capital Planning Staff.

**Title of Proposal:** Canvass of Moving to Opportunity Families.

**Office:** Policy Development and Research.

**OMB Approval Number:** 2528-0189

**Description of the Need for the Information and its Proposed Use:** The Department of Housing and Urban Development seeks updated locating and status information on participants in the Moving to Opportunity study to contact them for follow-up studies.

**Form Number:** None.

**Respondents:** Individuals or households.

**Frequency of Submission:** Annually.

**Reporting Burden:**

	Number of Respondents	×	Frequency of Response	×	Hours per Response	×	Burden Hours
First Canvass .....	5931		1		.18		1099
Second Canvass .....	7557		1		.17		1346
Third Canvass .....	8295		1		.25		2131

**Total Estimated Burden Hours:** 4,576.

**Status:** Reinstatement, with changes.

**Contact:** Joan F. Kraft, HUD, (202) 708-4504 ext. 5734, Joseph F. Lackey, Jr., OMB, (202) 395-7316.

Dated: May 11, 1999.

[FR Doc. 99-12503 Filed 5-17-99; 8:45 am]

BILLING CODE 4210-01-M

**DEPARTMENT OF THE INTERIOR**

**Office of the Secretary**

**Privacy Act of 1974; As Amended; Revisions to an Existing System of Records**

**AGENCY:** Office of the Secretary, U.S. Department of the Interior.

**ACTION:** Proposed revisions to an existing system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-85, "Payroll, Attendance, Retirement, and Leave Records." The revisions will update the number of the system, the routine uses of records maintained in the system and safeguards statements, and the address of the system locations and system manager.

**EFFECTIVE DATE:** These actions will be effective May 18, 1999.

**FOR FURTHER INFORMATION CONTACT:** Chief, FPPS Program Management Division, National Business Center, U.S. Department of the Interior, 7301 West Mansfield Avenue, MS D-2400, Denver, CO 80235-2230.

**SUPPLEMENTARY INFORMATION:** The Department of the Interior is proposing to amend the system notice for OS-85, "Payroll, Attendance, Retirement, and Leave Records," to update the number of the system to more accurately reflect its Department-wide scope, to update the routine uses of records maintained in the system statement to add "budget programs" to the list of primary internal uses of the records, to update the safeguards statement to more accurately describe how the records are maintained, and to update the address of the system locations and system manager to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the "Payroll, Attendance, Retirement, and Leave Records," OS-85, system notice in its entirety to read as follows:

**Sue Ellen Sloca,**

Office of the Secretary Privacy Act Officer, National Business Center.

**INTERIOR/DOI-85**

**SYSTEM NAME:**

Payroll, Attendance, Retirement, and Leave Records—Interior, DOI-85.

**SYSTEM LOCATION:**

(1) FPPS Program Management Division, National Business Center, U.S. Department of the Interior, 7301 West Mansfield Avenue, MS D-2400, Denver, CO 80235-2230.

(2) All Departmental offices and locations which prepare and provide input documents and information for data processing and administrative actions.

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

(1) All employees of the Department of the Interior.

(2) Employees of independent agencies, councils, and commissions (which are supported, administratively, by the Office of the Secretary.)

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Employee name, Social Security number, and organizational code; pay rate and grade, retirement, and location data; length of service; pay, leave, time and attendance, allowances, and cost distribution records; deductions for Medicare or FICA, savings bonds, FEGLI, union dues, taxes, allotments, quarters, charities, health benefits, Thrift Savings Fund contributions, awards, shift schedules, pay differentials, IRS tax lien data, commercial garnishments, child support and/or alimony wage assignments; and related payroll and personnel data. Also included is information on debts owed to the government as a result of

overpayment, refunds owed, or a debt referred for collection on a transferred employee. The payroll, attendance, retirement, and leave records described in this notice form a part of the information contained in the Department's integrated Federal Personnel Payroll System (FPPS). Personnel records contained in the system are covered under the government wide system of records notice published by the Office of Personnel Management (OPM/GOVT-1) and the Departmentwide system of records notice, "Interior Personnel Records," DOI-79.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
5 U.S.C. 5101, et seq; 31 U.S.C. 3512.

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

The primary uses of the records are for fiscal operations for payroll, attendance, leave, insurance, tax, retirement, budget, and cost accounting programs; and to prepare related reports to other Federal agencies including the Department of the Treasury and the Office of Personnel Management. Disclosures outside the Department of the Interior may be made:

(1) To the Department of the Treasury for preparation of payroll (and other) checks and electronic funds transfers to Federal, State, and local government agencies, non-governmental organizations, and individuals.

(2) To the Internal Revenue Service and to State, local, tribal and territorial governments for tax purposes.

(3) To the Office of Personnel Management in connection with programs administered by that office.

(4) To another Federal agency to which an employee has transferred.

(5) To the Department of Justice, or to a court, adjudicative or other administrative body, or to a party in litigation before a court or adjudicative or administrative body, when: (a) One of the following is a party to the proceeding or has an interest in the proceeding: (1) The Department or any component of the Department; (2) Any Departmental employee acting in his or her official capacity; (3) Any Departmental employee acting in his or her individual capacity where the Department or the Department of Justice has agreed to represent the employee; or (4) The United States, when the Department determines that the Department is likely to be affected by the proceeding; and (b) The Department deems the disclosure to be: (1) Relevant and necessary to the proceeding; and (2) Compatible with the purpose for which it compiled the information.

(6) To the appropriate Federal, State, tribal, local or foreign governmental agency that is responsible for investigating, prosecuting, enforcing or implementing a statute, rule, regulation order or license, when the Department becomes aware of an indication of a violation or potential violation of the statute, rule, regulation, order or license.

(7) To a congressional office in response to an inquiry to that office by the individual to whom the record pertains.

(8) To a Federal agency which has requested information relevant or necessary to its hiring or retention of an employee, or issuance of a security clearance, license, contract, grant or other benefit.

(9) To Federal, State or local agencies where necessary to enable the Department of the Interior to obtain information relevant to the hiring or retention of an employee, or the issuance of a security clearance, contract, license, grant or other benefit.

(10) To appropriate Federal and State agencies to provide required reports including data on unemployment insurance.

(11) To the Social Security administration to report FICA deductions.

(12) To labor unions to report union dues deductions.

(13) To insurance carriers to report withholdings for health insurance.

(14) To charitable institutions to report contributions.

(15) To a Federal agency for the purpose of collecting a debt owed the Federal government through administrative or salary offset.

(16) To other Federal agencies conducting computer matching programs to help eliminate fraud and abuse and to detect unauthorized overpayments made to individuals.

(17) To provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor.

(18) With respect to Bureau of Indian Affairs employee records, to a Federal, State, local agency, or Indian tribal group or any establishment or individual that assumes jurisdiction, either by contract or legal transfer, of any program under the control of the Bureau of Indian Affairs.

(19) With respect to Bureau of Reclamation employee records, to non-Federal auditors under contract with the Department of the Interior or Energy or water user and other organizations with which the Bureau of Reclamation has written agreements permitting access to

financial records to perform financial audits.

(20) To the Federal Retirement Thrift Investment Board with respect to Thrift Savings Fund contributions.

(21) To disclose debtor information to the Internal Revenue Service, or to another Federal agency or its contractor solely to aggregate information for the Internal Revenue Service, to collect debts owed to the Federal government through the offset of tax refunds.

(22) To disclose the names, social security numbers, home addresses, dates of birth, dates of hire, quarterly earnings, employer identifying information, and State of hire of employees to the Office of Child Support Enforcement, Administration for Children and Families, Department of Health and Human Services for the purposes of locating individuals to establish paternity, establishing and modifying orders of child support, identifying sources of income, and for other child support enforcement actions as required by the Personal Responsibility and Work Opportunity Reconciliation Act (Welfare Reform Law, Pub. L. 104-193).

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Disclosure pursuant to 5 U.S.C. 552a(b)(12). Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Act of 1966 (31 U.S.C. 3701(a)(3)).

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

**STORAGE:**

Records are maintained in manual, microfilm, microfiche, electronic, imaged and computer printout form. Current records are stored on magnetic media at the central computer processing center; historic records are stored on magnetic media at the central computer center. Original input documents are stored in standard office filing equipment and/or as imaged documents on magnetic media at all locations which prepare and provide input documents and information for data processing.

**RETRIEVABILITY:**

Records are retrieved by name, Social Security number, and organizational code.

**SAFEGUARDS:**

Access to all records in the system is limited to authorized personnel whose official duties require such access.

Office officials generally have access only to records pertaining to employees of their offices. Paper or micro format records are maintained in locked metal file cabinets in secured rooms. Electronic records are maintained with safeguards meeting the security requirements of 43 CFR 2.51.

**RETENTION AND DISPOSAL:**

The records contained in this system of records have varying retention periods as described in General Records Schedule 2, (which you can find at <http://www.nara.gov>), issued by the Archivist of the United States, and are disposed of in accordance with the National Archives and Records Administration Regulations, 36 CFR part 1228 et seq.

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

The following system manager is responsible for the payroll records contained in the Department's integrated Federal Personnel Payroll System (FPPS). Personnel records contained in the system fall under the jurisdiction of the Office of Personnel Management as prescribed in 5 CFR part 253 and 5 CFR part 297: Chief, FPPS Management Division, National Business Center, U.S. Department of the Interior, 7301 West Mansfield Avenue, Denver, CO 80235-2230.

**NOTIFICATION PROCEDURES:**

Inquiries regarding the existence of records should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.60.

**RECORDS ACCESS PROCEDURES:**

A request for access may be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.63.

**CONTESTING RECORDS PROCEDURES:**

A petition for amendment should be addressed to the System Manager. The request must be in writing, signed by the requester, and meet the content requirements of 43 CFR 2.71.

**RECORD SOURCE CATEGORIES:**

Individuals on whom the records are maintained, official personnel records of individuals on whom the records are maintained, supervisors, timekeepers, previous employers, and the Internal Revenue Service.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 99-12446 Filed 5-17-99; 8:45 am]

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**DEPARTMENT OF THE INTERIOR**

**Office of the Secretary**

**Privacy Act of 1974; As Amended; Revisions to an Existing System of Records**

**AGENCY:** Office of the Secretary, Department of the Interior.

**ACTION:** Proposed revisions to an existing system of records.

**SUMMARY:** In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), the Office of the Secretary is issuing public notice of its intent to modify an existing Privacy Act system of records notice, OS-76, "Employee Experience, Skills, Performance, Training, and Career Development Records." The revisions will update the name and number of the system and the address of the system locations and system managers.

**EFFECTIVE DATE:** These actions will be effective May 18, 1999.

**FOR FURTHER INFORMATION CONTACT:** Team Leader, Executive Resources and Career Management Group, Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW, MS-5221 MIB, Washington, DC 20240.

**SUPPLEMENTARY INFORMATION:** The Department of the Interior is proposing to amend the system notice for OS-76, "Employee Experience, Skills, Performance, Training, and Career Development Records," to update the name and number of the system to more accurately reflect its Department-wide scope, and to update the address of the system locations and system managers to reflect changes that have occurred since the notice was last published. Accordingly, the Department of the Interior proposes to amend the "Employee Experience, Skills, Performance, Training, and Career Development Records," OS-76, system notice in its entirety to read as follows:

**Sue Ellen Sloca,**

*Office of the Secretary Privacy Act Officer,  
National Business Center.*

**INTERIOR /DOI-76**

**SYSTEM NAME:**

Employee Training and Career Development Records—Interior, DOI—76.

**SYSTEM LOCATION:**

(1) Office of Personnel Policy, U.S. Department of the Interior, 1849 C Street NW, MS-5221 MIB, Washington, DC 20240.

(2) Bureau personnel offices:  
(a) Bureau of Indian Affairs, Division of Personnel Management, 1951

Constitution Avenue NW, Washington, DC 20245.

(b) U.S. Geological Survey, National Center, 12201 Sunrise Valley Drive, Reston, VA 22092.

(c) U.S. Fish and Wildlife Service, Division of Personnel Management and Organization, 1849 C Street NW, Washington, DC 20240.

(d) Bureau of Reclamation, P.O. Box 25001, Denver, CO 80225.

(e) Bureau of Land Management, Division of Personnel (530), 1849 C Street NW, Washington, DC 20240.

(f) National Park Service, Division of Personnel, Branch of Labor Management Relations, 1849 C Street NW, Washington, DC 20240.

(g) Minerals Management Service, Personnel Division, 1110 Herndon Parkway, Herndon, VA 22070.

(h) Office of Surface Mining, Division of Personnel, 1951 Constitution Avenue NW, Washington, DC 20245.

(3) For Contracting Officers' Warrant System records:

(a) Office of Acquisition and Property Management, U.S. Department of the Interior, 1849 C Street NW, MS-5512 MIB, Washington, DC 20240.

(b) Each bureau's central contracting office. (For a list of these, contact the Office of Acquisition and Property Management or consult the Department of the Interior's Internet site at <http://www.doi.gov/pam/acqsites.html>.)

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

Current employees of the Department of the Interior.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Name of employee; date of birth; Social Security number; office address and phone number; service computation date; physical limitations or interests which might affect type of location of assignment; career interests; education history; work or skills experience; availability for geographic relocation; outside activities including membership in professional organizations; listing of special qualifications; licenses and certificates held; listing of honors and awards; career goals and objectives; training completed; annual supervisory evaluation.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 1302, 2951, 4118, 4308, 4506, 3101; 43 U.S.C. 1457; Reorganization Plan 3 of 1950; E.O. 10561, E.O. 12352.

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

The primary uses of the records are:

(a) By bureau officials for purposes of review in connection with transfers,