

To the Department of the Treasury to process savings bond authorization forms.

To the Social Security Administration and pension fund administration entities for retirement and pension benefit administration, oversight, and audit purposes.

The DoD 'Blanket Routine Uses' set forth at the beginning of DLA's compilation of systems of records notices apply to this system.

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

**STORAGE:**

Records are stored in paper and computerized form.

**RETRIEVABILITY:**

Records are retrieved by name or Social Security Number.

**SAFEGUARDS:**

Records are maintained in areas accessible only to DLA personnel who must have access to perform their duties. The computer files are password protected with access restricted to authorized users. Records are secured in locked or guarded buildings, locked offices, locked cabinets or powered down computer terminals during non-duty hours. Output and storage media products are labeled "For Official Use Only" and handled in accordance with DLA regulations for the safeguarding of such information. Data relayed through the Internet is encrypted during transmission by means that comply with DoD polices and technical specifications for communications, operations, and web security.

**RETENTION AND DISPOSAL:**

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St. Louis, MO 63118, 30 days after separation except that files on off-duty military personnel are destroyed 2 years after termination of employment and files on non-U.S. citizens residing outside of CONUS, Alaska, Hawaii, but working within CONUS, Alaska, and Hawaii are destroyed 3 years after separation.

Some records within the file are retained at the agency for various lengths of time in accordance with the National Archives and Records Administration records schedules.

a. Documents relating to the administration of group life, health, and accident insurance programs, and retirement plans for NAF employees.

Included are requests for group insurance, agreements, waivers, requests for discontinuance, applications for insurance, beneficiary designations, notices of employment termination, statements of contributions, similar documents, and related papers are destroyed after termination of involvement by the NAF activity.

b. Documents reflecting basic data on individual employees such as veteran preference, service computation date, performance ratings, positions held, and similar information are destroyed 15 years after transfer or separation of employee.

c. Documents related to submitting, evaluating, and approving or disapproving suggestions, service awards, and commendations of non-appropriated fund employees are destroyed 5 years after final action.

d. Documents used to record supervisory counseling interviews and separation interviews are destroyed 6 months after transfer or separation of employee.

e. Training documents are destroyed after 5 years.

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

Chief, NAF Personnel and Policy Office, Headquarters, Defense Logistics Agency (DSS-Q), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

**NOTIFICATION PROCEDURE:**

Individuals seeking to determine whether information about themselves is contained in this system of records should address inquiries to the Privacy Act Officer, Headquarters, Defense Logistics Agency, (Attn: DSS-CF), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221, or to the Privacy Act Officer of the DLA field activity where employed. Mailing addresses are listed under "System location" entry. Written inquiries to DDJC-X must be addressed to DDJC-X, P.O. Box 960001, Stockton, CA 95296-0200; the Chrisman Road address may be used for personal visits.

Inquiry must contain requester's full name, Social Security Number, and name and physical location of organization where employed.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to information about themselves contained in this system of records should address inquiries to the Privacy Act Officer, Headquarters, Defense Logistics Agency, (Attn: DSS-CF), 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221, or to the Privacy Act Officer of the DLA field activity where

employed. Mailing addresses are listed under "System location" entry. Written inquiries to DDJC-X must be addressed to DDJC-X, P.O. Box 960001, Stockton, CA 95296-0200; the Chrisman Road address may be used for personal visits.

Inquiry must contain requester's full name, Social Security Number, name and physical location of organization where employed, and a notarized or self-sworn statement attesting to identity.

For personal visits employee must be able to provide some acceptable identification such as driver's license or employee identification badge.

**CONTESTING RECORD PROCEDURES:**

The DLA rules for accessing records, for contesting contents and appealing initial agency determinations are contained in DLA Regulation 5400.21, 32 CFR part 323, or may be obtained from the Privacy Act Officer, Headquarters, Defense Logistics Agency, ATTN: DSS-C, 8725 John J. Kingman Road, Suite 2533, Fort Belvoir, VA 22060-6221.

**RECORD SOURCE CATEGORIES:**

Information contained in the folder is obtained from the record subject, the employee's previous employer, educational institutions, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

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**BILLING CODE 5001-08-P**

**DEPARTMENT OF EDUCATION**

[CFDA No. 84.358]

**Small, Rural School Achievement Program and Rural and Low-Income School Program**

**AGENCY:** Office of Elementary and Secondary Education, Department of Education.

**ACTION:** Notice announcing acceptability of Alternative Average Daily Attendance (ADA) data and establishing state deadline for submission of ADA and other eligibility and allocation data.

**SUMMARY:** Part B of Title VI of the Elementary and Secondary Education Act (ESEA) authorizes the Secretary of Education to award funds under two grant programs that are designed to address the unique needs of rural school

districts—the Small, Rural School Achievement Program (section 6212) and the Rural and Low-Income School Program (section 6221). Under the Small, Rural School Achievement Program, the Secretary awards grants directly to eligible local educational agencies (LEAs) on a formula basis. Under the Rural and Low-Income School Program, the Secretary awards formula grants to State educational agencies (SEAs), which in turn award subgrants to eligible LEAs either competitively or by formula. If a State chooses not to participate in the Rural and Low-Income School Program, the Secretary awards grants directly to eligible LEAs in that State.

The Department has prepared an Excel spreadsheet and instructions for SEAs to use in submitting the data needed to determine an LEA's eligibility for an award and allocations under the programs. These documents are available on the Department's Web site at <http://www.ed.gov/offices/OESE/reap.html>.

In this notice, the Department (1) announces that, for the first year of funding under the Small, Rural School Achievement Program and the Rural and Low-Income Program, it will accept alternative average daily attendance data that are consistent with the definition in section 6231(a) of the ESEA; and (2) establishes a deadline by which States may submit LEA eligibility data and allocation data for the programs.

**Average Daily Attendance Data:** An LEA's eligibility for funding under the Small, Rural School Achievement Program, as well as the amount of its grant award, is based, in part, on the number of students in average daily attendance (ADA) in the schools of the LEA. ADA data also affect an LEA's eligibility under the Rural and Low-Income Program because an LEA may not receive an award under that program if it is eligible for funding under the Small, Rural School Achievement Program. Furthermore, ADA data are used to determine the amount of each State's allocation under the Rural and Low-Income Program.

Section 6231(a) of the ESEA states that for purposes of the rural education programs, not later than December 1 of each year, an LEA must "conduct a census to determine the number of students in average daily attendance in kindergarten through grade 12 at the schools served by the agency." This provision further requires that the ADA data be submitted no later than March 1 of each year. Thus, an ADA submission for the first year of the rural education programs should be based on

a census conducted by December 1, 2001. The Secretary recognizes that not all SEAs or LEAs determine ADA on the basis of a census. Given that the legislation authorizing the rural education programs was enacted on January 8, 2002, a date after the period in which the initial census should have been conducted, for the purposes of determining FY 2002 eligibility and allocations under these programs the Department will accept alternative ADA data that are consistent with the statutorily required data (e.g., ADA data that are based on a percentage of enrollment).

**Deadline for State Submission of ADA and Other Data:** The legislation requires LEAs desiring a grant under either rural education program to submit ADA data to the Department by March 1 of each year (ESEA section 6231(a)(2)). A State must submit "such information as the Secretary may reasonably require" before receiving its allocation under the Rural and Low-Income Program (ESEA section 6223(a)). The Department is requesting that SEAs submit ADA data on behalf of their LEAs as well as other data needed to determine eligibility and to make allocations under the Small, Rural School Achievement Program and the Rural and Low-Income Program in order to (1) ensure maximum LEA participation in all States in both programs; (2) assist LEAs in demonstrating eligibility for funding and in providing data necessary to determine LEA and SEA allocations under the programs; (3) facilitate the process by which the Department makes awards; and (4) ensure that SEAs and LEAs receive their funds on a timely basis. SEAs should submit the data electronically on the Excel spreadsheet referenced above.

Although the legislation states that ADA data are to be submitted by March 1, given that this is the first year of the program and that the period of time between the date of enactment of the legislation and the ADA submission date is so short, the Department is extending the deadline for submission of ADA data for this year. The Department will permit States to submit, through April 1, 2002, ADA and other data that the Department needs to determine eligibility and allocations under the rural education programs. All of the relevant data are specified on the Excel spreadsheet and accompanying instructions. To avail itself of this extension, an SEA must notify the Department by March 1, 2002, that it cannot submit the applicable data by March 1, but that it will provide this information by April 1, 2002 or an earlier specified date.

**FOR FURTHER INFORMATION CONTACT:** Mr. Charles Lovett, Group Leader. Telephone: (202) 401-0039 or via Internet: [charles.lovett@ed.gov](mailto:charles.lovett@ed.gov).

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this notice in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the contact person listed above.

**Electronic Access To This Document:** You may view this document, as well as other Department of Education documents published in the **Federal Register** in text or Adobe Portable Document Format (PDF) on the Internet at the following site: [www.ed.gov/legislation/FedRegister/](http://www.ed.gov/legislation/FedRegister/).

To use PDF you must have Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll-free, at 1-888-293-6498; or in the Washington DC, area at (202) 512-1530.

**Note:** The official version of this document is the document published in the **Federal Register**. Free Internet access to the official version of the **Federal Register** and the Code of Federal Regulations is available on GPO access at: <http://www.access.gpo.gov/nara/index.html>.

**Program Authority:** Sections 6201 through 6234 of the ESEA, as amended by the No Child Left Behind Act of 2001 (Pub. L. 107-110).

Dated: February 15, 2002.

**Susan B. Neuman,**

*Assistant Secretary for Elementary and Secondary Education.*

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BILLING CODE 4000-01-P

## DEPARTMENT OF ENERGY

### Federal Energy Regulatory Commission

[Docket Nos. ER02-602-000, ER02-371-001, ER01-2658-000, ER01-2977-000 and ER01-2980-000]

### American Electric Power Service Corporation; Notice of Initiation of Proceeding and Refund Effective Date

February 15, 2002.

Take notice that on February 14, 2002, the Commission issued an order in the above-indicated dockets initiating a proceeding in Docket No. ER02-371-001 under section 206 of the Federal Power Act.

The refund effective date in Docket No. ER02-371-001 will be 60 days after