

26, 2009. GSA utilizes the MAS program to establish long-term Governmentwide contracts with responsible firms to provide Federal, State, and local government customers with access to a wide variety of commercial supplies (products) and services.

The MAS Panel was established to develop advice and recommendations on MAS program pricing policies, provisions, and procedures in the context of current commercial pricing practices. The Panel is developing recommendations for MAS program pricing provisions for the acquisition of (1) professional services; (2) products; (3) total solutions which consist of professional services and products; and (4) non professional services. In developing the recommendations, the Panel will, at a minimum, address these 5 questions for each of the 4 types of acquisitions envisioned above: (1) Where does competition take place?; (2) If competition takes place primarily at the task/delivery order level, does a fair and reasonable price determination at the MAS contract level really matter?; (3) If the Panel consensus is that competition is at the task order level, are the methods that GSA uses to determine fair and reasonable prices and maintain the price/discount relationship with the basis of award customer(s) adequate?; (4) If the current policy is not adequate, what are the recommendations to improve the policy/guidance; and (5) If fair and reasonable price determination at the MAS contract level is not beneficial and the fair and reasonable price determination is to be determined only at the task/delivery order level, then what is the GSA role?

The meeting will be held at U.S. General Services Administration, 1800 F Street, NW., 1st Floor Auditorium, Washington, DC 20405. The location is within walking distance of the Farragut West and Farragut North metro stops. The start time for the meeting is 9 a.m., and the meeting will adjourn no later than 5 p.m.

**FOR FURTHER INFORMATION CONTACT:** Information on the Panel meetings, agendas, and other information can be obtained at <http://www.gsa.gov/masadvisorypanel> or you may contact Ms. Pat Brooks, Designated Federal Officer, Multiple Award Schedule Advisory Panel, U.S. General Services Administration, 2011 Crystal Drive, Suite 911, Arlington, VA 22205; telephone 703-605-3406, Fax 703-605-3454; or via e-mail at [mas.advisorypanel@gsa.gov](mailto:mas.advisorypanel@gsa.gov).

**Availability of Materials:** All meeting materials, including meeting agendas,

handouts, public comments, and meeting minutes will be posted on the MAS Panel Web site at <http://www.gsa.gov/masadvisorypanel> or <http://www.gsa.gov/masap>.

**Meeting Access:** Individuals requiring special accommodations at any of these meetings should contact Ms. Brooks at least ten (10) business days prior to the meeting date so that appropriate arrangements can be made.

Dated: May 29, 2009.

**Rodney P. Lantier,**

*Acting Senior Procurement Executive & Acting Deputy Chief Acquisition Officer, Office of the Chief Acquisition Officer, U.S. General Services Administration.*

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## GENERAL SERVICES ADMINISTRATION

### Privacy Act of 1974; Notice of Updated Systems of Records

**AGENCY:** General Services Administration.

**ACTION:** Notice.

**SUMMARY:** GSA reviewed its Privacy Act systems to ensure that they are relevant, necessary, accurate, up-to-date, covered by the appropriate legal or regulatory authority, and compliant with OMB M-07-16. This notice is an updated Privacy Act system of records notice.

**DATES:** Effective July 6, 2009.

**FOR FURTHER INFORMATION CONTACT:** Call or e-mail the GSA Privacy Act Officer: telephone 202-208-1317; e-mail [gsa.privacyact@gsa.gov](mailto:gsa.privacyact@gsa.gov).

**ADDRESSES:** GSA Privacy Act Officer (CIB), General Services Administration, 1800 F Street NW., Washington, DC 20405.

**SUPPLEMENTARY INFORMATION:** GSA completed an agency wide review of its Privacy Act systems of records. As a result of the review, GSA is publishing an updated Privacy Act system of records notice. Nothing in the revised system notice indicates a change in authorities or practices regarding the collection and maintenance of information, nor do the changes impact individuals' rights to access or amend their records in the system of records. The updated system notice makes administrative changes to the system notice, and ensures compliance with the Intelligence Reform and Terrorism Prevention Act (IRTPA) of 2004 and the subsequent DHS/TSA Secure Flight Program regarding the collection of relevant personal data.

Dated: May 27, 2009.

**Cheryl M. Paige,**

*Director, Office of Information Management.*

## GSA/GOVT-4

### SYSTEM NAME:

Contracted Travel Services Program.

### SYSTEM LOCATION:

System records are located at the service providers under contract with a Federal agency and at the Federal agencies using the contracts.

### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals covered by the system are Federal employees authorized to perform official travel and individuals being provided travel by the Federal Government.

### CATEGORIES OF RECORDS IN THE SYSTEM:

System records may include a traveler's profile containing: Full name of individual which matches the name on the form of ID used for travel; Social Security Number; employee identification number; home and office telephones; home address; home and office e-mail addresses; emergency contact name and telephone number; agency name, address, and telephone number; air travel preference; rental car identification number and car preference; hotel preference; current passport and/or visa number(s); credit card numbers and related information; bank account information needed for electronic funds transfer; frequent traveler account information (e.g., frequent flyer account numbers); date of birth; gender; redress number (number DHA assigns to passenger to promote resolution with previous watch list alerts); known traveler number (passenger number DHS utilizes to facilitate passenger clearance); trip information (e.g., destinations, reservation information); travel authorization information; travel claim information; monthly reports from travel agent(s) showing charges to individuals, balances, and other types of account analyses; and other official travel related information.

### AUTHORITIES FOR MAINTENANCE:

31 U.S.C. 3511, 3512, and 3523; 5 U.S.C. Chapter 57; and implementing Federal Travel Regulations (41 CFR Chapters 300-304).

### PURPOSE:

To establish a comprehensive beginning-to-end travel services system containing information to enable travel service providers under contract to the Federal Government to authorize, issue,

and account for travel and travel reimbursements provided to individuals on official Federal Government business.

**ROUTINE USES OF THE SYSTEM RECORDS, INCLUDING CATEGORIES OF USERS AND THEIR PURPOSES FOR USING THE SYSTEM:**

a. To another Federal agency, Travel Management Center (TMC), online booking engine suppliers and the airlines that are required to support the DHS/TSA Secure Flight program. In this program, DHS/TSA assumes the function of conducting pre-flight comparisons of airline passenger information to Federal Government watch lists. In order to supply the appropriate information, these mentioned parties are responsible for obtaining new data fields consisting of personal information for date of birth, gender, redress number, and known traveler number. At this time, the redress number is optional and the known traveler number is for future programs. They may be required to be stored in another phase of the Secure Flight program.

b. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order, where agencies become aware of a violation or potential violation of civil or criminal law or regulation.

c. To another Federal agency or a court when the Federal Government is party to a judicial proceeding.

d. To a Member of Congress or staff on behalf and at the requests of the individual who is the subject of the record.

e. To a Federal agency employee, expert, consultant, or contractor in performing a Federal duty for purposes of authorizing, arranging, and/or claiming reimbursement for official travel, including, but not limited to, traveler profile information.

f. To a credit card company for billing purposes, including collection of past due amounts.

g. To an expert, consultant, or contractor in the performance of a Federal duty to which the information is relevant.

h. To a Federal agency by the contractor in the form of itemized statements or invoices, and reports of all transactions, including refunds and adjustments to enable audits of charges to the Federal Government.

i. To a Federal agency in connection with the hiring or retention of an employee; the issuance of a security clearance; the reporting of an investigation; the letting of a contract; or the issuance of a grant, license, or other

benefit to the extent that the information is relevant and necessary to a decision.

j. 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 to whom the information pertains.

k. To the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), or the Government Accountability Office (GAO) when the information is required for program evaluation purposes.

l. To officials of labor organizations recognized under 5 U.S.C. chapter 71 when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices, and matters affecting working conditions.

m. To a travel services provider for billing and refund purposes.

n. To a carrier or an insurer for settlement of an employee claim for loss of or damage to personal property incident to service under 31 U.S.C. 3721, or to a party involved in a tort claim against the Federal Government resulting from an accident involving a traveler.

o. To a credit reporting agency or credit bureau, as allowed and authorized by law, for the purpose of adding to a credit history file when it has been determined that an individual's account with a creditor with input to the system is delinquent.

p. Summary or statistical data from the system with no reference to an identifiable individual may be released publicly.

q. To the National Archives and Records Administration (NARA) for records management purposes.

r. To appropriate agencies, entities, and persons when (1) The Agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised; (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information; and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed

compromise and prevent, minimize, or remedy such harm.

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

**STORAGE:**

Paper records are stored in file cabinets. Electronic records are maintained within a computer (e.g., PC, server, etc.) and attached equipment.

**RETRIEVABILITY:**

Paper records are filed by a traveler's name and/or Social Security Number/employee identification number at each location. Electronic records are retrievable by any attribute of the system.

**SAFEGUARDS:**

Paper records are stored in lockable file cabinets or secured rooms. Electronic records are protected by a password system and a FIPS 140-2 compliant encrypted Internet connection. Information is released only to authorized users and officials on a need-to-know basis.

**RETENTION AND DISPOSAL:**

Records kept by a Federal agency are maintained in accordance with the General Records Retention Schedules issued by the National Archives and Records Administration (NARA) or an agency and NARA approved records disposition schedule.

**SYSTEM MANAGER AND ADDRESS:**

Director, Office of Travel and Transportation Services (QMC), General Services Administration, Federal Acquisition Service, Room 300, 2200 Crystal Drive, Arlington, VA 22202.

**NOTIFICATION PROCEDURE:**

Inquiries from individuals should be addressed to the appropriate administrative office for the agency that is authorizing and/or reimbursing their travel.

**RECORDS ACCESS PROCEDURES:**

Requests from individuals should be addressed to the appropriate administrative office for the agency that is authorizing and/or reimbursing their travel. Individuals must furnish their full name and/or Social Security Number to the authorizing agency for their records to be located and identified.

**CONTESTING RECORD PROCEDURES:**

Individuals wishing to request amendment of their records should contact the appropriate administrative office for the agency that authorized and/or reimbursed their travel.

Individuals must furnish their full name and/or Social Security Number along with the name of the authorizing agency, including duty station where they were employed at the time travel was performed.

**RECORD SOURCES CATEGORIES:**

The sources are the individuals themselves, employees, travel authorizations, credit card companies, and travel service providers.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**National Institutes of Health**

**Proposed Collection; Comment Request; 24-Hour Dietary Recall Method Comparison and the National Cancer Institute (NCI) Observational Feeding Studies**

**SUMMARY:** In compliance with the requirement of Section 3506(c)(2)(A) of

the Paperwork Reduction Act of 1995 for opportunity for public comment on proposed data collection projects, the National Cancer Institute (NCI), National Institutes of Health (NIH) will publish periodic summaries of proposed projects to be submitted to the Office of Management and Budget (OMB) for review and approval.

*Proposed Collection: Title: 24-hour Dietary Recall Method Comparison and the National Cancer Institute (NCI) Observational Feeding Studies. Type of Information Collection Request: NEW. Need and Use of Information Collection:* The objective of the two studies is to compare the performance of the newly developed computerized Automated Self-Administered 24-Hour Recall (ASA24) approach to collecting 24 hour recall (24HR) data with the current standard, the interviewer-administered Automated Multiple Pass Method (AMPM). The ultimate goal is to determine to what extent the new automated instrument can be used instead of the more expensive interviewer-administered instrument in

the collection of dietary intake data. *Frequency of Response:* Twice. *Affected Public:* Individuals. *Type of Respondents:* For the 24-hour Dietary Recall Method Comparison study, approximately 1,200 adult members from three health maintenance organization plans (in Minnesota, California, and Michigan) between ages 20 and 70 years. For the NCI Observational Feeding Study, approximately 90 adult residents from the Washington, DC metropolitan area between ages 20 and 70 years. The annual reporting burden is estimated at 919 hours (see table below). This amounts to an estimated 1838 burden hours over the 2-year data collection period with a total cost to the respondents \$32,482.

There are no Capital costs, Operating costs, and/or Maintenance Costs to report.

Study/questionnaire	Number of respondents	Frequency of response	Average time response (minutes)	Annual hour burden
24HR recall comparison study:				
Information and Consent .....	650	1	15/60	162.50
Screener .....	600	1	3/60	30.00
Dietary Recall 1 .....	540	1	30/60	270.00
Dietary Recall 2 .....	486	1	30/60	243.00
Demographics questionnaire .....	540	1	8/60	72.00
Preference survey .....	243	1	3/60	12.15
Subtotal .....				789.65
NCI observational feeding study:				
Screener .....	50	1	3/60	2.50
Eating 3 meals .....	45	1	135/60	101.25
Dietary Recall .....	40	1	30/60	20.00
Demographics questionnaire .....	40	1	8/60	5.33
Subtotal .....				129.08
Total .....				918.73

*Request for Comments:* Written comments and/or suggestions from the public and affected agencies are invited on one or more of the following points: (1) Whether the proposed collection of information is necessary for the proposed performance of the functions of the agency, including whether the information may have practical utility; (2) The accuracy of the estimate of the burden of the proposed collection of information including the validity of the methodology and assumptions used; (3) Ways to enhance the quality, utility, and clarity of the information to be collected; and (4) Ways to minimize the burden of the collection of information

on those who are to respond, including the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

**FOR FURTHER INFORMATION CONTACT:** To request more information on the proposed project or to obtain a copy of the data collection plans, contact Frances E. Thompson, PhD, Project Officer, National Cancer Institute, NIH, EPN 4095A, 6130 Executive Boulevard MSC 7335, Bethesda, Maryland 20892-7335, or call non-toll-free number 301-594-4410, or FAX your request to 301-435-3710, or e-mail your request,

including your address, to [thompsonf@mail.nih.gov](mailto:thompsonf@mail.nih.gov).

*Comments Due Date:* Comments regarding this information collection are best assured of having their full effect if received within 60 days of this notice.

Dated: May 26, 2009.

**Vivian Horovitch-Kelley,**

*NCI Project Clearance Liaison, National Institutes of Health.*

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