

creating a contact point list of individuals from the public and private sectors who work in the area of intellectual property rights protection (the Contact Point List). The Office of the United States Trade Representative (USTR) is notifying persons of the Contact Point List, and invites interested individuals from the private sector to submit an application for inclusion on the List.

**DATES:** Applications for inclusion on the Contact Point List should be submitted on or before September 16, 1996.

**ADDRESSES:** Applications must be submitted in the form noted below to Sybia Harrison, Office of the General Counsel, Room 222, Attn: APEC IPR Contact Point List, Office of the U.S. Trade Representative, 600 17th Street, NW., Washington, DC 20508.

**FOR FURTHER INFORMATION CONTACT:** Jo Ellen Urban, Director for Intellectual Property, (202) 395-6864, or Thomas Robertson, Associate General Counsel, Office of the General Counsel, (202) 395-6800, Office of the U.S. Trade Representative, 600 17th Street, NW., Washington, DC 20508.

**SUPPLEMENTARY INFORMATION:** An ad hoc group of intellectual property authorities from the various economies participating in APEC has met on a number of occasions to discuss the protection of intellectual property in the Asia-Pacific region. This ad hoc group is moving forward on a number of collective actions, one of which is the creation of a contact point list of public and private sector individuals from APEC economies engaged in the area of intellectual property rights. This list will be placed on the Internet in early 1997, and is intended to allow persons working in this field to identify each other easily and, as appropriate, to contact each other. The list will be divided into public sector and private sector sections, and may be further divided into intellectual property subject matter areas.

All interested persons, from academia to industry, are invited to submit written applications for inclusion on the Contact Point List. An original and three copies of the application should be sent to Sybia Harrison at the above-noted address on or before September 16, 1996. Applications must be in English and take the following form:

Name:  
Title:  
Area(s) of interest (e.g., patents, copyrights, trademarks, etc.):  
Address:  
Telephone/Fax numbers:

When forwarding these applications to APEC for inclusion on the Contact

Point List, the United States Government will clarify that it does not vouch for the accuracy of the information submitted or the qualifications of the individuals identified.

Irving Williamson,

*Deputy General Counsel.*

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BILLING CODE 3190-01-M

## DEPARTMENT OF TRANSPORTATION

### Office of the Secretary

#### Privacy Act of 1974: Systems of Records

**AGENCY:** Operating Administrations, DOT.

**ACTION:** Notice.

**SUMMARY:** Notice to amend and delete systems of records.

**EFFECTIVE DATE:** August 14, 1996.

**ADDRESSES:** Send Comments to the Privacy Act Officer, U.S. Department of Transportation, 400 7th St., SW., Washington DC 20590.

**FOR FURTHER INFORMATION CONTACT:** Crystal Bush at (202) 366-9713.

**SUPPLEMENTARY INFORMATION:** The Department of Transportation systems of records notices subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended, have been published in the Federal Register and are available from the above mentioned address.

The specific changes to the records systems being amended are set forth below followed by the notices, as amended, and is published in their entirety. The proposed amendments are not within the purview of subsection (r) of the Privacy Act of 1974, (5 U.S.C. 552a), as amended, which requires the submission of a new or altered systems report.

#### DOT/ALL 4

##### SYSTEM NAME:

Station Message Detail Recording (SMDR).

##### SECURITY CLASSIFICATION:

None.

##### SYSTEM LOCATION:

U.S. Department of Transportation, Transportation Administrative Service Center, Telecommunications Operations, SVC-171, PL-300, 400 7th Street, SW., Washington, DC 20590.

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

Department of Transportation employees who make Federal

Telecommunications Systems (FTS) and Domestic and International Commercial Long Distance calls from the three Headquarters Buildings: The Nassif and Transpoint Buildings and Federal Building-10A.

##### CATEGORIES OF RECORDS IN THE SYSTEM:

Records relating to the use of the Department's administrative telephones to place FTS and Commercial Long Distance calls, records indicating assignment of telephone numbers to Departmental employees, and records relating to the location of telephones.

##### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

49 U.S.C. 322.

##### PURPOSE(S):

To track usage of DOT telephones to place FTS and Commercial Long Distance calls, records indicating assignment of telephone numbers to Departmental employees, and records relating to the location of telephones.

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

See Prefatory Statement of General Routine Uses.

##### DISCLOSURE TO CONSUMER REPORTING AGENCIES:

None.

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

##### STORAGE:

Magnetic tape storage via batch processing and paper copy.

##### RETRIEVABILITY:

Records are retrieved by telephone number or routing symbol, from the telecommunications contacts in the Operating Administrations and the Telecommunications Operations Branch.

##### SAFEGUARDS:

Only telecommunications personnel within the Transportation Administrative Service Center (TASC) and operation and maintenance contract personnel have access to tapes. Telecommunications contacts and managers in TASC and the Operating Administrations will have access to printed records. Printed records will have a cover sheet indicating Privacy Act coverage.

##### RETENTION AND DISPOSAL:

Records are disposed of as provided in National Archives and Records Administration General Records Schedule 12.

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

Chief, Telecommunications  
Operations Division, U.S. Department of  
Transportation, 400 Seventh Street SW.,  
SVC-171, PL-300, Washington, DC  
20590.

**NOTIFICATION PROCEDURE:**

Contact Telecommunications  
Operations Division, SVC-171 at the  
above address.

**RECORD ACCESS PROCEDURES:**

Contact Telecommunications  
Operations Division, SVC-171 at the  
above address.

Individuals may review their own  
data upon presentation of a valid  
Department of Transportation  
identification card to their Operating  
Administration contact or the  
Telecommunications Operations  
Division.

**RECORD SOURCE CATEGORIES:**

Telephone assignment records, call  
detail listings and results of  
administrative inquiries relating to  
assignment of responsibility for  
placement of specific long distance  
calls.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**DOT/ALL 5****SYSTEM NAME:**

Employee Assistance Program (EAP)  
Records.

**SYSTEM CLASSIFICATION:**

Sensitive.

**SYSTEM LOCATION:**

Records are maintained in the office  
of the EAP which provides counseling  
to the employee.

Note: In order to meet the statutory  
requirement that agencies provide  
appropriate prevention, treatment, and  
rehabilitation programs and services for  
employees with alcohol or drug programs,  
and to better accommodate establishment of  
a health service program to promote  
employees' physical and mental fitness, it  
may be necessary for the Department of  
Transportation (DOT) to negotiate for use of  
the counseling staff of another Federal, state,  
or local government, or private sector agency  
or institution. This system also covers  
records on DOT employees that are  
maintained by another Federal, state, or local  
government, or private sector agency or  
institution under such a negotiated  
agreement.

With the exception of Federal Aviation  
Administration (FAA), Saint Lawrence  
Seaway Development Corporation (SLSDC),  
New York (NY) area and the United States  
Coast Guard (USCG), records of DOT  
employees are maintained by the Department

of Health and Human Services-Public Health  
Service. Records of FAA employees are  
maintained by Merit Behavioral Care,  
records of SLSDC, NY area are maintained by  
Saint Lawrence County Community EAP  
Service and records of the USCG are  
maintained by Masshoff, Barr, and  
Associates.

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

Current and former DOT employees  
who have been counseled or otherwise  
treated regarding alcohol or drug abuse  
or for personal or emotional health  
problems.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Records in this system include  
documentation of visits to employee  
counselors (Federal, state, local  
government, or private) and the  
diagnosis, recommended treatment,  
results of treatment, and other notes or  
records of discussions held with the  
employee made by the counselor.  
Additionally, records in this system  
may include documentation of names of  
employees on referral, rehabilitation  
and follow-up lists kept by DOT EAP  
Coordinators, treatment by a private  
therapist or a therapist at a Federal,  
state, local government, or private  
institution.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 3301 and 7901, 21 U.S.C.  
1101, 42 U.S.C. 4541 and 4561, and 44  
U.S.C. 3101.

**PURPOSE(S):**

These records are used to document  
the referral, nature of the individual's  
problem and progress made to record an  
individual's participation in and the  
results of community or private sector  
treatment or rehabilitation programs and  
related follow-up.

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

a. To disclose information without  
written consent to qualified personnel  
for the purpose of conducting scientific  
research, management audits, financial  
audits, or program evaluation, but such  
personnel may not identify, directly or  
indirectly, any individual patient in any  
report or otherwise disclose patient  
identities in any manner (when such  
records are provided to qualified  
researchers employed by DOT, all  
patient identifying information shall be  
removed).

b. To disclose information without  
written client consent, when an  
individual to whom a record pertains is  
mentally incompetent or under legal  
disability, to any person who is

responsible for the care of the  
individual.

c. To disclose information without  
written consent to the Department of  
Justice that is relevant and necessary to  
evaluate and defend claims against the  
United States that are based upon  
participation in alcohol, drug, or other  
treatments or rehabilitation programs  
conducted by DOT.

DOT's general routine uses (49 FR  
15345) do not apply to this system or  
records. These are the only routine uses  
provided for DOT's Employee  
Counseling Services Program records.  
Furthermore, in many instances a full  
disclosure of the contents of the record  
is not required. Whenever possible, a  
partial disclosure will be made or a  
summary of the contents of the record  
will be disclosed. Full disclosure of the  
record will be made only when a partial  
disclosure or a summary will not  
suffice.

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

These records are electronic and  
paper files maintained on computers  
and in file folders.

**RETRIEVABILITY:**

These records are retrieved by the  
name or social security number of the  
individual on whom they are  
maintained or by a unique case file  
identifier.

**SAFEGUARDS:**

These records are maintained in  
locked file cabinets and computers with  
access protected by electronic password.  
Access is strictly limited to employees  
directly involved in the DOT's EAP.

**RETENTION AND DISPOSAL:**

Records are maintained for three to  
six years after the employee's last  
contact with DOT's EAP.

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

Director, Worklife Wellness, U.S.  
Department of Transportation, 400 7th  
Street, SW., SVC-100, Room 9136,  
Washington, DC 20590.

**NOTIFICATION PROCEDURE:**

DOT employees wishing to inquire  
whether this system of records contains  
information about them should contact  
the DOT EAP coordinator who arranged  
for counseling or treatment. Individuals  
must furnish the following information  
for their records to be located and  
identified:

- a. Name.
- b. Date of birth.

**RECORD ACCESS PROCEDURES:**

DOT employees wishing to request access to records pertaining to them should contact the DOT EAP coordinator who arranged for counseling or treatment. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.

An individual must also follow DOT's regulations regarding maintenance of and access to records pertaining to individuals (49 CFR part 10).

**CONTESTING RECORD PROCEDURES:**

DOT employees wishing to request amendment to these records should contact the DOT EAP coordinator who arranged for counseling or treatment. Individuals must furnish the following information for their records to be located and identified:

- a. Name.
- b. Date of birth.

An individual must also follow DOT's regulations regarding maintenance of and access to records pertaining to individuals (49 CFR part 10).

**RECORD SOURCE CATEGORIES:**

Information in this system of records comes from the individual to whom it applies, the supervisor of the individual if the individual was referred by the Supervisor, the EAP Coordinator who tracks the referral, rehabilitation progress and follow-up, the EAP staff member who records the counseling session, and therapists or institutions providing treatment.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**DOT/ALL 7****SYSTEM NAME:**

Departmental Accounting and Financial Information System (DAFIS).

**SYSTEM CLASSIFICATION:**

Unclassified sensitive.

**SYSTEM LOCATION:**

The system is located in the Department of Transportation (DOT) accounting offices and selected program, policy, and budget offices. These offices are located within the Bureau of Transportation Statistics (BTS), the Federal Aviation Administration (FAA), the Federal Highway Administration (FHWA), the Federal Railroad Administration (FRA), the Federal Transit Administration (FTA), the Maritime Administration (MARAD), the National Highway Traffic Safety Administration (NHTSA), the

Office of Inspector General (OIG), the Office of the Secretary (OST), the Research and Special Programs Administration (RSPA), the Surface Transportation Board (STB), the Transportation Administrative Services Center (TASC), and the United States Coast Guard (USCG). These offices exercise system and operational control over applicable records within the system.

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

The system will cover: All employees of the BTS, FAA, FHWA, FRA, FTA, MARAD, NHTSA, OIG, OST, RSPA, STB, TASC, and civilian USCG employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Categories include payment records for non-payroll related expenses, payment records for payroll made off-line, collection records for payroll offsets, and labor cost records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

31 U.S.C. 3512 (A), (B).

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

Accounting office personnel use these records to:

Provide employees with off-line paychecks, travel advances, travel reimbursements, and other official reimbursements;

Facilitate the distribution of labor charges for costing purposes;

Track outstanding travel advances, receivables, and other non-payroll amounts paid to employees, etc; and,

Clear advances that were made through the system in the form of off-line paychecks, payments for excess household goods made on behalf of the employee, garnishments, overdue travel advances, etc.

See Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

None.

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

Records are stored on magnetic tape, magnetic disk, microforms, and in file folders.

**RETRIEVABILITY:**

Records are retrieved by employee social security number. Retrieval is accomplished by use of telecommunications.

**SAFEGUARDS:**

Access to magnetic tape and disk records is limited to authorized agency personnel through password security. Hardcopy files are accessible to authorized personnel and are kept in locked file cabinets during non-duty hours.

**RETENTION AND DISPOSAL:**

Original payment vouchers and supporting documentation are retained on site at the accounting office for a period of three years. After three years, records are sent to GSA's Records Centers for storage. Records are retained in accordance with the General Records Schedule. Certain transportation documents (i.e., Government Transportation Requests, Government Bills of Lading) are forwarded to the General Service Administration for audit during the period that documents are retained by the accounting office.

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

Chief, Financial Systems (B-35) at the following address: U.S. Department of Transportation, Office of the Secretary, 400 Seventh Street SW, Washington, DC 20590.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know if their records appear in this system of records may inquire in person or in writing to the system manager.

**RECORD ACCESS PROCEDURES:**

Same as "System Manager."

**CONTESTING RECORD PROCEDURES:**

Same as "System Manager." Correspondence contesting records must include the full name and social security number of the individual concerned and documentation justifying the claims.

**RECORD SOURCE CATEGORIES:**

Information is provided by the employee directly or through the DOT Integrated Personnel and Payroll System (IPPS).

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**DOT/ALL 11****SYSTEM NAME:**

Integrated Personnel and Payroll System (IPPS).

**SECURITY CLASSIFICATION:**

Unclassified sensitive.

**SYSTEM LOCATION:**

Department of Transportation (DOT), Office of the Secretary (OST), 400 7th Street, SW, Washington, DC 20590;

working copies of certain of these records are held by OST, all DOT Operating Administrations, Office of the Inspector General (OIG), and the National Transportation Safety Board (NTSB). (DOT provides personnel and payroll services to NTSB on a reimbursable basis, although NTSB is not a DOT entity. This is done for economy and convenience since both organizations' missions are transportation oriented and located in the same geographic areas.)

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

Prospective, present, and former employees in the Office of the Secretary of Transportation (OST), Bureau of Transportation Statistics (BTS), Federal Aviation Administration (FAA), Federal Highway Administration (FHWA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Maritime Administration (MARAD), National Highway Traffic Safety Administration (NHTSA), Office of the Inspector General (OIG), Research and Special Programs Administration (RSPA), St. Lawrence Seaway Development Corporation (SLSDC), Transportation Administrative Service Center (TASC), National Transportation Safety Board (NTSB), and civilian employees of the United States Coast Guard (USCG).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

This system contains those records required to insure that an employee receives his or her pay and personnel benefits as required by law. It includes, as appropriate: Service Record, Employee Record, Position Identification Strip, Claim for 10-Point Veteran Preference, Request for Referral Eligibles, Request and Justification for Selective Factors and Quality Ranking Factors, Certification of Insured Employee's Retired Status (Federal Employees' Group Life Insurance (FEGLI)), Notification of Personnel Action, Notice of Short-Term Employment, Request for Insurance (FEGLI), Designation of Beneficiary (FEGLI), Notice of Conversion Privilege, Agency Certification of Insurance Status (FEGLI), Request for Approval of Non-Competitive Action, Appointment Affidavits, Declaration of Appointee, Agency Request to Pass Over a Preference Eligible or Object to an Eligible, Official Personnel Folder, Official Personnel Folder Tab Insert, Incentive Awards Program Annual Report, Application for Leave, Monthly Report of Federal Civilian Employment, Payroll Report of Federal Civilian Employment, Semi-annual Report of

Federal Participation in Enrollee Programs, Request for Official Personnel Folder (Separated Employee), Statement of Prior Federal Civilian and Military Service, Personal Qualifications Statement, Continuation Sheet for Standard Form 171 "Personal Qualifications Statement", amendment to Personal Qualifications Statement, Job Qualifications Statement, Statement of Physical Ability for Light Duty Work, Request, Authorization, Agreement and Certification for Training, United States (U.S.) Government Payroll Savings Plan-Consolidated Quarterly Report, Financial Disclosure Report, Information Sheet-Financial Disclosure Report, Payroll for Personal Services, Pay Receipt for Cash Payment—Not Transferable, Payroll Change Slip, Payroll for Personal Service—Payroll Certification and Summary—Memorandum, Record of Leave Data, Designation of Beneficiary—Unpaid Compensation of Deceased Civilian Employee, U.S. Savings Bond Issue File Action Request, Subscriber List for Issuance of United States Savings Bonds, Request for Payroll Deductions for Labor Organization Dues, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Labor Organization dues, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, Designation of Beneficiary—Unpaid Compensation of Deceased Civilian Employee, U.S. Savings Bond Issue File Action Request, Subscriber List for Issuance of United States Savings Bonds, Request for Payroll Deductions for Labor Organization Dues, Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Labor Organization Dues, Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization, Authorization for Purchase and Request for Change: U.S. Series EE Savings Bond, Request by Employee for Allotment of Pay for Credit to Savings Accounts with a Financial Organization, Application for Death Benefits—Civil Service Retirement System, Application for Retirement—Civil Service Retirement System, Superior Officer's Statement in Connection with Disability Retirement, Physician's Statement for Employee Disability Retirement Purposes, Transmittal of Medical and Related Documents for Employee Disability Retirement, Request for Medical Records (To Hospital or Institution) in Connection with Disability Retirement, Application for Refund of Retirement Deductions, Application to Make

Deposit or Redeposit, Application to Make Voluntary Contribution, Request for Recovery of Debt Due the United States (Civil Service Retirement System), Register of Separations and Transfers—Civil Service Retirement System, Register of Adjustments—Civil Service Retirement System, Annual Summary Retirement Fund Transactions, Designation of Beneficiary—Civil Service Retirement System, Health Benefits Registration Form-Federal Employees Health Benefits Program, Notice of Change in Health Benefits Enrollment, Transmittal and Summary Report to Carrier—Federal Employees Health Benefits Program, Report of Withholding and Contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement, Report of Withholdings and Contributions, Employee Service Statement, Election of Coverage and Benefits, Designation of Beneficiary, Position Description, Inquiry for United States Government Use Only, Application for Retirement—Foreign Service Retire System, Designation of Beneficiary, Application for Refund of Retirement Contributions (Foreign Service Retirement System), Election to Receive Extra Service Credit Towards Retirement (or Revocation Thereof), Application for Service Credit, Employee Suggestion Form, Meritorious Service Increase Certificate, Foreign Service Emergency Locator Information, Leave Record, Leave Summary, Individual Pay Card, Time and Attendance Report, Time and Attendance Report (For Use Abroad).

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**  
49 U.S.C 322

**PURPOSE(S):**

This system integrates personnel and payroll functions.

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

Records are maintained for control and accountability of: Pay and allowances; permanent and temporary pay changes; pay adjustments; travel advances and allowances; leave balances for employees; earnings and deductions by pay periods, and pay and earning statements for employees; management information as required on an ad hoc basis; payroll checks and bond history; union dues; withholdings to financial institutions, charitable organizations and professional associations; summary of earnings and deductions; claims for reimbursement sent to the General Accounting Office (GAO); federal, state, and local taxes

withholdings; and list of FICA employees for management reporting. See Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

*Disclosures pursuant to 5 USC 552a(b)(12):* Disclosures may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 USC 1681a(f)) or the Federal Claims Collection Act of 1982 (31 USC 3701(a)(3)).

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

**STORAGE:**

Storage is on magnetic disks, magnetic tape, microforms, and paper forms in file folders.

**RETRIEVABILITY:**

Retrieval from the system is by social security number, employee number, organization code, or home address; these can be accessed only by individuals authorized such access.

**SAFEGUARDS:**

Computers provide privacy and access limitations by requiring a user name and password match. Access to decentralized segments are similarly controlled. Only those personnel with a need to have access to the system are given user names and passwords. Data are manually and/or electronically stored in locked rooms with limited access.

**RETENTION AND DISPOSAL:**

The IPPS records are retained and disposed in compliance with the General Records Schedules, National Archives and Records Administration, Washington, DC 20408. The following schedules apply: General Records Schedule 1, Civilian Personnel Records, Pages 1 thru 22, Items 1 through 39; and General Records Schedule 2, Payrolling and Pay Administration Records, Pages 1 thru 6, Items 1 thru 28.

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

For personnel-related issues, contact Chief, Strategic Planning/Systems Division (M-10) and, for payroll-related issues, contact Chief, Financial Management Staff (B-35) at the following address: U.S. Department of Transportation, Office of the Secretary, 400 Seventh Street SW, Washington, DC 20590.

**NOTIFICATION PROCEDURE:**

Individuals wishing to know if their records appear in this system of records may inquire in person or in writing to the system manager.

**RECORD ACCESS PROCEDURES:**

Same as "System Manager".

**CONTESTING RECORD PROCEDURES:**

Same as "System Manager". Correspondence contesting records must include the full name and social security number of the individual concerned and documentation justifying the claims.

**RECORD SOURCE CATEGORIES:**

Data are collected from the individual employees, time and attendance clerks, supervisors, official personnel records, personal financial statements, correspondence with the debtor, records relating to hearings on the debt, and from the Departmental Accounting and Financial Information System system of records.

**EXEMPTIONS CLAIMED FOR THIS SYSTEM:**

None.

**DOT/OST 043**

**SYSTEM NAME:**

Telephone Directory and Locator System.

**SECURITY CLASSIFICATION:**

Unclassified sensitive.

**SYSTEM LOCATION:**

Department of Transportation, ATTN: SVC-171, Telecommunications Operations Division, 400 7th Street SW, Washington, DC 20590

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

Department of Transportation (DOT) headquarters employees.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Alphabetic Employee Master Records.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

49 U.S.C. 322.

**PURPOSE(S):**

To provide the names, telephone numbers, and office locations of DOT employees and organizations.

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

Departmental Alphabetic Directory production, DOT Mail Room, DOT Locator Service. Used by DOT Telephone Directory Representatives, DOT Mail room. See Prefatory Statement of General Routine Uses.

**DISCLOSURE TO CONSUMER REPORTING AGENCIES:**

Public document that can be received from the Government Printing Office

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

**STORAGE:**

Magnetic tape storage via batch processing. Source data returned to DOT.

**RETRIEVABILITY:**

Can retrieve on telephone number or on name.

**SAFEGUARDS:**

Only DOT and its support contractor personnel have access to tapes.

**RETENTION AND DISPOSAL:**

Tapes are retained through three (3) cycles, grandfather, father, son, and then scratched. Source materials are retained until the next update is completed.

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

Chief, Telecommunications Operations Division, ATTN: SVC-171, Department of Transportation, Office of the Secretary, Office of Administrative Services, 400 7th Street, SW, Room PL-300, Washington, DC 20590.

**NOTIFICATION PROCEDURE:**

Contact the Telecommunications Operations Division at the address above.

**RECORD ACCESS PROCEDURES:**

Contact the Telecommunications Operations Division at the address above.

Individual may review own data upon presentation of valid DOT ID card.

**CONTESTING RECORD PROCEDURES:**

Individual may change own data at any time.

**RECORD SOURCE CATEGORIES:**

DOT F 1700.1—DOT Form prepared for each employee.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

**Deletions**

System number	System name
DOT/ALL 3 .....	Application for U.S. Government Motor Vehicle Operator's Identification Card (Government Drivers License).
DOT/FAA 806 ...	Federal Aviation Administration Employee Payable System.
DOT/FAA 831 ...	Standard Procedure Uniform Reporting System (SPUR).
DOT/FAA 832 ...	Pilot/Flight Engineer/Navigator Flight Record System.
DOT/FAA 849 ...	Back to Basics Seminar Attendance System.

System number	System name
DOT/FHWA 202	University and Industry Programs Coding and Filing System.
DOT/FHWA 210	Occupational Safety and Health Accident Reporting System.
DOT/FHWA 219	Employee Utilization (monthly report).
DOT/FHWA 220	Payroll Administration.
DOT/FRA 100	Alaska Railroad Examination of Operating Personnel.
DOT/FRA 101	Alaska Railroad Personnel and Pay Management Information System.
DOT/FRA 118	Transportation Test Center Cost Tracking System.
DOT/NHTSA 400.	National Highway Safety Advisory Committee Membership/Nominee Files.
DOT/NHTSA 404.	Alcohol Project Files.
DOT/NHTSA 433.	Injuries, Illnesses, Motor Vehicle Accidents and Property Damages.
DOT/NHTSA 434.	Government Driver Licenses.
DOT/NHTSA 447.	Drinking Driver Tracking System.
DOT/NHTSA 454.	Alcohol Behavior Research.
DOT/NHTSA 459.	Stockton Increased DUI Enforcement/DUI Citation and Arrest File.
DOT/NHTSA 467.	Driver Programs Data System.
DOT/OST 010	Departmental Personnel Management Information System.
DOT/OST 018	Identification Media Record Systems.
DOT/OST 026	Payroll Management System.
DOT/OST 030	Personnel Management Files.
DOT/OST 044	Travel and Transportation Management File.
DOT/OST 062	Biographies of Key Officials Book.
DOT/RSPA 01	Funds Management Records.
DOT/RSPA 07	Time and Attendance Report (FHWA Form 320 (7-73)) for the Office of Emergency Transportation.
DOT/TSC 706	Automated Planning System.
DOT/TSC 711	Blood Donor Information File.
DOT/TSC 713	Employee—Manpower Distribution System.
DOT/UMTA 176	Blood-Donor File.
DOT/UMTA 192	Federal Transportation Planning System (UTPS) Address File.

Dated: August 8, 1996.

Crystal M. Bush,

*Privacy Act Coordinator, Department of Transportation.*

[FR Doc. 96-20738 Filed 8-13-96; 8:45 am]

BILLING CODE 4910-62-P

### Federal Aviation Administration

#### **Advisory Circular 183-35G, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36**

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice.

**SUMMARY:** This notice announces the availability of proposed Advisory Circular (AC) 183-35G, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36, for review and comments. The proposed AC 183-35G draft provides a revised list of authorized functions for designees/representatives. The revised function list provides additional authorized function codes for private persons acting on behalf of the administrator.

**DATES:** Comments submitted must identify the proposed AC 183-35G, and must be received on or before September 13, 1996.

**ADDRESSES:** Copies of the proposed AC 183-35G can be obtained from and comments may be returned to the following: Federal Aviation Administration; Designee Standardization Branch, AFS-640, Regulatory Support Division, ATTN: Evangeline Raines, AFS-640, P.O. Box 25082, Oklahoma City, OK 73125.

**FOR FURTHER INFORMATION CONTACT:** John Rice, Designation Standardization Section, AFS-641, at the above address; telephone (405) 954-6484, (8:00 a.m. to 5:00 p.m. CST).

#### **SUPPLEMENTARY INFORMATION:**

##### **Background**

The Designee Standardization Branch, AFS-640 intends to cancel AC 183-33A, DESIGNATED AIRWORTHINESS REPRESENTATIVES. AFS-640 has revised AC 183-35F, FAA DAR, DAS, DOA, AND SFAR PART 36 DIRECTORY, to reflect the expanded authorized functions. This revised advisory circular will be published one time only in the Federal Registry as AC 183-35G, AIRWORTHINESS DESIGNEE FUNCTION CODES AND CONSOLIDATED DIRECTORY FOR DAR/DOA/DAS AND SFAR NO. 36 to seek public comment.

Interested persons are invited to comment on the proposed AC 183-35G listed in this notice by submitting such written data, views, or arguments as they desire to the aforementioned specified address. All communications received on or before the closing date for comments specified above will be considered by the Manager, Regulatory Support Division, before issuing the final AC.

Comments received on the proposed AC 183-35G may be examined before and after the comment closing date in Room 815, FAA headquarters building (FOB-10A), 800 Independence Avenue, SW., Washington, DC 20591, between 8:30 and 4:30 p.m.

Billy Pickelshimer,

*Acting Manager, Regulatory Support Division.*

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#### **[Summary Notice No. PE-96-39]**

#### **Petitions for Exemption; Summary of Petitions Received; Dispositions of Petitions Issued**

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of petitions for exemption received and of dispositions of prior petitions.

**SUMMARY:** Pursuant to FAA's rulemaking provisions governing the application, processing, and disposition of petitions for exemption (14 CFR Part 11), this notice contains a summary of certain petitions seeking relief from specified requirements of the Federal Aviation Regulations (14 CFR Chapter I), dispositions of certain petitions previously received, and corrections. The purpose of this notice is to improve the public's awareness of, and participation in, this aspect of FAA's regulatory activities. Neither publication of this notice nor the inclusion or omission of information in the summary is intended to affect the legal status of any petition or its final disposition.

#### **FOR FURTHER INFORMATION CONTACT:**

Mr. D. Michael Smith, Office of Rulemaking (ARM-1), Federal Aviation Administration, 800 Independence Avenue, SW., Washington, DC 20591; (202) 267-7470.

This notice is published pursuant to paragraphs (c), (e), and (g) of § 11.27 of Part 11 of the Federal Aviation Regulations (14 CFR Part 11).