

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

Data is recorded on magnetic records and discs, computer printouts, microfilm, file folders, compact disc, electronic media and other documents.

**RETRIEVABILITY:**

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records are retrieved by Social Security Number and name.

**SAFEGUARDS:**

Building management employs security guards; building is locked nights and holidays. Authorized persons may enter and leave the building during nonworking hours but must sign in and out. Records maintained in areas assessable only to authorized personnel have a specific and recorded need-to-know. On-line data sets (both type and disc) pertaining to personnel information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

**RETENTION AND DISPOSAL:**

Magnetic records are maintained on all military personnel and certain civilians while they are in service or employed by the service and for a period of 11 months after separation. Paper and film records are maintained for a period of 10 years after the final transaction, then they are destroyed. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U.S. Marine Corps.

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

The Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Director, Defense Finance and Accounting Service - Kansas City Center, 1500 East Bannister Road, Kansas City, MO 64197-0001

**NOTIFICATION PROCEDURE:**

Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this

system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking to determine whether pay information about themselves is contained in this system should address written inquiries to the member's immediate commanding officer.

Retired Members seeking to determine whether personnel information about themselves is contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.

**RECORDS ACCESS PROCEDURES:**

Active Duty/Reserve Members seeking to access pay information about themselves contained in this system should address written inquiries to the member's local disbursing office.

Active Duty/Reserve Members seeking access to pay information about themselves contained in this system should address written inquiries to the member's immediate commanding officer.

Retired Members seeking to access personnel information about themselves contained in this system should address written inquiries to the Commandant of the Marine Corps, (Code MIF), Headquarters, U.S. Marine Corps, Washington, DC 20380-1775.

Individual should provide their full name, Social Security Number, and the request must be signed.

In order to personally visit the above addresses and obtain information, individuals must present a military identification card, a driver's license, or other proof of identity.

**CONTESTING RECORD PROCEDURES:**

The USMC rules for contesting contents and appealing initial agency determinations are published in Secretary of the Navy Instruction 5211.5; Marine Corps Order P5211.2; 32 CFR part 701; or may be obtained from the system manager.

**RECORD SOURCE CATEGORIES:**

Recruiting offices, disbursing offices, active and reserve Marine Corps unit administration offices, and the individual are the principle source of the information contained in the MCTFS record for that person.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 96-22856 Filed 9-6-96; 8:45 am]

BILLING CODE 5000-04-F

**DEPARTMENT OF EDUCATION****Notice of Proposed Information Collection Requests**

**AGENCY:** Department of Education.

**ACTION:** Submission for OMB review; comment request.

**SUMMARY:** The Director, Information Resources Group, invites comments on the proposed information collection requests as required by the Paperwork Reduction Act of 1995.

**DATES:** Interested persons are invited to submit comments on or before October 9, 1996.

**ADDRESSES:** Written comments should be addressed to the Office of Information and Regulatory Affairs, Attention: Wendy Taylor, Desk Officer, Department of Education, Office of Management and Budget, 725 17th Street, NW., Room 10235, New Executive Office Building, Washington, DC 20503. Requests for copies of the proposed information collection requests should be addressed to Patrick J. Sherrill, Department of Education, 600 Independence Avenue, S.W., Room 5624, Regional Office Building 3, Washington, DC 20202-4651.

**FOR FURTHER INFORMATION CONTACT:**

Patrick J. Sherrill (202) 708-8196. Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339 between 8 a.m. and 8 p.m., Eastern time, Monday through Friday.

**SUPPLEMENTARY INFORMATION:** Section 3506 of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35) requires that the Office of Management and Budget (OMB) provide interested Federal agencies and the public an early opportunity to comment on information collection requests. OMB may amend or waive the requirement for public consultation to the extent that public participation in the approval process would defeat the purpose of the information collection, violate State or Federal law, or substantially interfere with any agency's ability to perform its statutory obligations. The Director of the Information Resources Group publishes this notice containing proposed information collection requests prior to submission of these requests to OMB. Each proposed information collection, grouped by office, contains the

following: (1) Type of review requested, e.g., new, revision, extension, existing or reinstatement; (2) Title; (3) Summary of the collection; (4) Description of the need for, and proposed use of, the information; (5) Respondents and frequency of collection; and (6) Reporting and/or Recordkeeping burden. OMB invites public comment at the address specified above. Copies of the requests are available from Patrick J. Sherrill at the address specified above.

Dated: September 3, 1996.

Gloria Parker,

Director, Information Resources Group.

Office of Educational Research and Improvement

*Type of Review:* Revision.

*Title:* Early Childhood Longitudinal Survey.

*Frequency:* One or two times.

*Affected Public:* Individuals or households; Not-for-profit institutions; State, local or Tribal Government, SEAs or LEAs.

*Reporting and Recordkeeping Hour Burden:*

*Responses:* 8,170.

*Burden Hours:* 7,500.

*Abstract:* The National Center for Education Statistics requests a 3-year generic clearance from the Office of Management and Budget to conduct developmental and design activities (i.e., field test) that will culminate in instruments that measure cognitive outcomes as well as the factors that affect learning outcomes in young children and to conduct the base year survey and assessment activities. Kindergarten enrollee cohorts are involved.

Office of Elementary and Secondary Education

*Type of Review:* New.

*Title:* Title VI Innovative Education Program Strategies.

*Frequency:* Biennially.

*Affected Public:* Federal Government, State, local or Tribal Gov't, SEAs and LEAs.

*Reporting and Recordkeeping Hour Burden:*

*Responses:* 16,052.

*Burden Hours:* 48,884.

*Abstract:* This form will be used by the Department as a means for collecting information on program effectiveness to report to Congress. This information will assure statutory mandates are followed.

[FR Doc. 96-22896 Filed 9-6-96; 8:45 am]

BILLING CODE 4000-01-P

## DEPARTMENT OF ENERGY

### Morgantown Energy Technology Center; Request for Financial Assistance Applications

**AGENCY:** U.S. Department of Energy, Morgantown Energy Technology Center.

**ACTION:** Notification of availability of a request for financial assistance applications.

**SUMMARY:** The Department of Energy is soliciting applications for the development of advanced drilling systems which will be capable of reducing overall systems costs, increasing rates of penetration, and that will allow economical development of remaining natural gas and oil resources in the United States.

**DATES:** The solicitation will be available on or about September 2, 1996, and applications will be accepted for a period of 30 days. The last date applications will be accepted will be noted in the solicitation.

**FOR FURTHER INFORMATION CONTACT:** The solicitation is available on the Internet at <http://www.metc.doe.gov/business/solicita.html>. Requests for information concerning the solicitation should be submitted in writing to the following address: U.S. Department of Energy, Attn: Thomas L. Martin, M.S. 107, Morgantown, WV 26507-0880. Requests may also be sent by FAX to (304) 285-4683, or by Internet to [tmarti@metc.doe.gov](mailto:tmarti@metc.doe.gov).

**SUPPLEMENTARY INFORMATION:** Identification Number: DE-RP21-96MC33063.

Authority for Issuance: 10 CFR 600.

James J. Grabulis,

Director, Acquisition and Assistance Division.

[FR Doc. 96-22903 Filed 9-6-96; 8:45 am]

BILLING CODE 6450-01-P

## Federal Energy Regulatory Commission

[FERC-597]

### Proposed Information Collection and Request for Comments

**AGENCY:** Federal Energy Regulatory Commission.

**ACTION:** Notice of proposed information collection and request for comments.

**SUMMARY:** In compliance with the requirements of Section 3506(c)(2)(a) of the Paperwork Reduction Act of 1995 (Pub. L. No. 104-13), the Federal Energy Regulatory Commission (Commission) is soliciting public comment on the specific aspects of the information collection described below.

**DATES:** Consideration will be given to comments submitted on or before November 8, 1996.

**ADDRESSES:** Copies of the proposed collection of information can be obtained from and written comments may be submitted to the Federal Energy Regulatory Commission, Attn: Michael P. Miller, Information Services Division, ED-12.4 888 First Street, N.E., Washington, D.C., 20426.

#### FOR FURTHER INFORMATION CONTACT:

Michael P. Miller may be reached by telephone at (202) 208-1415, by fax at (202) 237-0873, and by email at [mmiller@fercfed.us](mailto:mmiller@fercfed.us).

**SUPPLEMENTARY INFORMATION:** The information collected under the requests for FERC-597 "Customer Satisfaction Survey" (OMB No. 1902-0163) is used by the Commission's Public Reference and Files Maintenance Branch to evaluate the services performed in the Public Reference Room for the public. The survey is conducted on an annual basis and responses to the survey are voluntary.

*Action:* The Commission is requesting a three-year extension of the current expiration date, with no changes to the existing collection of data.

*Burden Statement:* Public reporting burden for this collection is estimated as:

Number of respondents annually (1)	Number of responses per respondent (2)	Average burden hours per response (3)	Total annual burden hours (1)×(2)×(3)
100	1	.15	15

*Estimated cost burden to respondents:* Because of the minimal amount of time necessary to conduct this survey (15 minutes), and the voluntary nature of

response to this survey, the Commission estimates that the cost to respondents will be minimal.

The reporting burden includes the total time, effort, or financial resources expended to generate, maintain, retain, disclose, or provide the information