

*Avg. Hours per Response:* Ranges between 40 and 80 hours.

*Needs and Uses:* This collection of information is required as it is the vehicle through which the Agency presents detailed application requirements for financial assistance awards to operate its Business Development Centers. These centers provide business development services, such as financial planning and marketing advice, to minority entrepreneurs. The collection of this information is essential to the mission of the Agency, as defined in Executive Order 11625, to provide management and technical assistance to minority businesses.

*Affective Public:* Individuals, businesses or other for-profit and not-for-profit institutions.

*Frequency:* Annually.

*Respondent's Obligation:* Required to obtain a benefit.

*OMB Desk Officer:* Victoria Baecher-Wassmer or Pat Boyd (202) 395-5871.

Copies of the above information collection proposal can be obtained by calling or writing Linda Engelmeier, Departmental Clearance Officer, (202) 482-3272, U.S. Department of Commerce, Room 5312, 14th and Constitution Avenue, NW, Washington, DC 20230.

Written comments and recommendations for the proposed information collection should be sent to Victoria Baecher-Wassmer or Pat Boyd, OMB Desk Officer, Room 10202, New Executive Office Building, 725 17th Street, NW, Washington, DC 20503. An emergency approval has been requested by November 19, 1997.

Dated: November 12, 1997.

**Linda Engelmeier,**

*Departmental Forms Clearance Officer, Office of Management and Organization.*

[FR Doc. 97-30223 Filed 11-17-97; 8:45 am]

BILLING CODE 3510-21-P

## DEPARTMENT OF COMMERCE

[Docket No. 970411089-7089-01]

### Privacy Act of 1974; System of Records

**AGENCY:** Department of Commerce.

**ACTION:** Notice of Amendment of Privacy Act System of Records; COMMERCE/DEPT System 2.

**SUMMARY:** The Department of Commerce gives notice of an amendment to the system of records under Commerce Department System 2. The amendments adds a routine use for disclosure of information in this system to other

agencies as needed for the purpose of effecting administrative offsets in cases where debts are owed by individuals or organizations to the U.S. Government. This action has been taken to comply with the Debt Collection Improvement Act of 1996.

**EFFECTIVE DATE:** This notice will be adopted without further publication in the **Federal Register**, on December 18, 1997, unless modified by a subsequent notice to incorporate comments received from the public. Any interested party may submit written comments about the revision to the system of records to the contact person listed below on or before December 18, 1997.

**ADDRESSES:** Department of Commerce, Office of Financial Management, 14th Street & Constitution Avenue, NW, Room 6827, Washington, DC 20230.

**FOR FURTHER INFORMATION CONTACT:** Charles Yaple at 202-482-1207.

**SUPPLEMENTARY INFORMATION:** The Department of Commerce is amending Commerce Department System 2: Accounts Receivable to add that records may be disclosed to any other federal agency.

—Added under “Routine use:”

Disclosure of information in this system of records to any other Federal agency as necessary for the purpose of effecting administrative offset against the debtor to recoup a delinquent debt owed to the U.S. Government by the debtor.

This change is being made to implement the Debt Collection Improvement Act of 1996 (Pub. L. 104-134, sec. 31001, *et seq.*). This statute requires Federal agencies to minimize the costs of collection of debt owed to the agencies by consolidating debt collection functions and activities and utilizing interagency teams, and to reduce losses arising from debt management by requiring proper screening of potential borrowers, aggressive monitoring of all accounts, and sharing of information with and among agencies. The Department of Commerce intends to participate in an initiative sponsored by the U.S. Department of Treasury whereby the latter agency will serve as a central collection point for information from several Federal agencies concerning individuals who owe debts to the Government. This routine use permits disclosure of information from this system of records to the Department of Treasury, or any other agency that may conduct this activity.

Other editorial changes have also been incorporated to change an outdated reference to the National Bureau of Standards (NBS) to the

National Institute of Standards and Technology (NIST), to add a reference to records of the Technology Administration, and the Bureau of Export Administration (BXA), and to delete references to the United States Travel and Tourism Administration (USTTA), which has been abolished.

The system of records is hereby republished as follows:

#### COMMERCE/DEPT-2

##### SYSTEM NAME:

Accounts Receivable—COMMERCE/DEPT-2.

##### SYSTEM LOCATION:

a. For Departmental offices, BEA, ITA, and MBDA: Office of Financial Operations and Travel Management, U.S. Department of Commerce, 14th Street and Constitution Avenue, NW, Washington, DC 20230.

b. For NIST (including the Technology Administration) and NTIA: National Institute of Standards and Technology, Office of the Comptroller, Administration Building, Gaithersburg, Maryland 20899.

c. For NOAA and BXA: Office of Budget and Finance, National Oceanic and Atmospheric Administration, 14th Street and Constitution Avenue, NW, Washington, DC 20230.

d. For PTO: Office of Finance, U.S. Patent and Trademark Office, 2021 Jefferson Davis Highway, Arlington, Virginia 22202.

e. For CENSUS: Finance Division, Bureau of the Census Federal Building 3, Washington, DC 20233.

f. For NTIS: Accounting Division, National Technical Information Service, Springfield, Virginia 22161.

g. For EDA: Accounting Division, Economic Development Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, NW, Washington, DC 20230.

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

Debtors owing money to organizational components identified in a through g above, including employees, former employees, business firms, the general public, and institutions.

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

Name and address; amount owed; service to which the amount is owed; overpayment or other accounting therefor; and invoice number, if any.

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

5 U.S.C. 5701-09; 31 U.S.C. 951-953, 4 CFR 102.4, FPMR 101-7; Treasury Fiscal Requirements Manual.

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

- Billing debtors, reporting delinquent debts to credit bureaus.
- Reporting to Office of Personnel Management for liquidating debts from retirement and other benefits.
- Disclosure of information from this system of records may also be made to commercial contractors (debt collection agencies) for the purpose of collecting delinquent debts as authorized by the Debt Collection Act (31 U.S.C. 3718).
- Disclosure of information in this system of records to any other Federal agency as necessary for the purpose of effecting administrative offset against the debtor to recoup a delinquent debt owed to the U.S. Government by the debtor.
- Disclosures to consumer reporting agencies pursuant to 5 U.S.C. 552a(b)(12) may be made from this system to "consumer reporting agencies" as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)); and the Federal Claims Collection Act of 1966 (31 U.S.C. 3701(a)(3)).
- Also, see routine uses 1–5 and 8–13 of the Prefatory Statement, found at 46 FR 63502, December 31, 1981.

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

Both manual and machine-readable records.

**RETRIEVABILITY:**

By name, and invoice number as appropriate.

**SAFEGUARDS:**

Physical security, handling by authorized personnel only.

**RETENTION AND DISPOSAL:**

Retained until payment is received and account is audited, then disposed of in accordance with Records Control Schedule.

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

For records at location a: Director, Office of Financial Operations and Travel Management, U.S. Department of Commerce, Washington, DC 20230.

For records at location b: Comptroller, Office of the Comptroller, National Institute of Standards and Technology, Administration Building, Gaithersburg, Maryland 20899.

For records at location c: Director, Office of Budget and Finance, NOAA, Room 6811, Herbert C. Building, 14th Street and Constitution Avenue, NW, Washington, DC 20230.

For records at location d: Director, Office of Finance, U.S. Patent and Trademark Office, Washington, DC 20231.

For records at location e: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, DC 20233.

For records at location f: Chief, Accounting Division, National Technical Information Service, Springfield, Virginia 22161.

For records at location g: Chief, Accounting Division, Economic Development Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue NW, Washington, DC 20230.

**NOTIFICATION PROCEDURE:**

For ITA records at location a, information may be obtained from Director, Office of Management and Systems, ITA, U.S. Department of Commerce, Washington, DC 20230.

For all others at location a, information may be obtained from: Chief, Information Management Division, Office of Information Resources Management, U.S. Department of Commerce, Washington, DC 20230.

For records at location b, information may be obtained from: Deputy Director of Administration, National Institute of Standards and Technology, Gaithersburg, Maryland 20899.

For records at location c, information may be obtained from: Director, Administrative and Technical Services, National Oceanic and Atmospheric Administration, U.S. Department of Commerce, 14th Street and Constitution Avenue, NW, Washington, DC 20230.

For PTO records at location d, information may be obtained from: Assistant Commissioner for Administration, U.S. Patent and Trademark Office, Washington, DC 20231.

For records at location e, information may be obtained from: Associate Director for Administration, Bureau of the Census, Federal Building 3, Washington, DC 20233.

For NTIS records at location f, information may be obtained from: Associate Director for Financial and Administrative Management, National Technical Information Service, Springfield, Virginia 22161.

For records at location g, information may be obtained from: Director, Office of Public Affairs, EDA, U.S. Department of Commerce, Washington, DC 20230.

Requester should provide name and address, and invoice number as appropriate, pursuant to the inquiry

provisions of the Department's rules which appear in 15 CFR part 4b.

**RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to: Same address as stated in the Notification procedure section above.

**CONTESTING RECORD PROCEDURES:**

The Department's rules for access, for contesting contents, and appealing initial determinations by the individual concerned appear in 15 CFR part 4b. Same address as stated in the Notification procedure section above.

**RECORD SOURCE CATEGORIES:**

Subject individual, those authorized by the individual to furnish information, contracting officer as appropriate, accounting records.

Dated: November 12, 1997.

**Brenda S. Dolan,**

*Department of Commerce, Freedom of Information/Privacy Act Officer.*

[FR Doc. 97-30221 Filed 11-17-97; 8:45 am]

BILLING CODE 3510-FA-P

**DEPARTMENT OF COMMERCE****National Institute of Standards and Technology****Economic Impact Assessment of NIST Near-Field Scanning Measurements of Antennas Program**

**ACTION:** Proposed collection; comment request.

**SUMMARY:** The Department of Commerce, as part of its continuing effort to reduce both paperwork and respondent burden, invites the general public and other Federal agencies to take this opportunity to comment on proposed and/or continuing information collections, as required by the Paperwork Reduction Act of 1995, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)).

**DATES:** Written comments must be submitted on or before January 20, 1998.

**ADDRESSES:** Direct all written comments to Linda Engelmeier, Departmental Forms Clearance Officer, Department of Commerce, Room 5327, 14th and Constitution Avenue, NW, Washington, DC 20230.

**FOR FURTHER INFORMATION CONTACT:** Requests for additional information or copies of the information collection instrument(s) and instructions should be directed to Mr. Andrew Repjar, National Institute of Standards and Technology, Electrical and Electronics Engineering Laboratory, Mailcode