

Copies of the information collection requests can be obtained by contacting the office listed below in the **ADDRESSES** section of this notice.

The Corporation is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the Corporation, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Propose ways to enhance the quality, utility and clarity of the information to be collected; and
- Propose ways to minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submissions of responses.

**DATES:** Written comments must be submitted to the office listed in the **ADDRESSES** section by February 1, 1999.

**ADDRESSES:** Send comments to the Corporation for National and Community Service, Office of AmeriCorps Recruitment, 8th Floor, Attn: Ms. Susie Zimmerman, 1201 New York Avenue, N.W. Washington, D.C. 20525.

**FOR FURTHER INFORMATION CONTACT:** Ms. Susie Zimmerman, (202) 606-5000, ext. 104.

#### **SUPPLEMENTARY INFORMATION:**

##### **I. Background**

In the past, AmeriCorps\*VISTA and AmeriCorps\*NCCC required separate applications for their programs. A combined member application will gather similar data from applicants, including background information, educational history, skills and experience, and a motivational statement that AmeriCorps may use in evaluating the applicant's suitability for becoming a member and to place them in the most appropriate program(s) that match their skills and interests.

##### **II. Current Action**

The Corporation seeks approval of its new AmeriCorps Application for Membership. If approved, this application will streamline the process for applicants by enabling them to complete one application and be considered for multiple programs within AmeriCorps. This new

application will also be more cost-effective for the government by providing a centralized information source and streamlined process for receiving applications and placing them into the proper programs.

*Type of Review:* New.

*Agency:* Corporation for National and Community Service.

*Title:* AmeriCorps Application for Membership.

*OMB Number:* None.

*Agency Number:* None.

*Affected Public:* Any individual interested in applying to become a member of AmeriCorps\*NCCC, AmeriCorps\*VISTA, or a state and local AmeriCorps program located throughout the United States.

*Total Respondents:* Approximately 60,000. (Approximately 40,000 individuals serve each year in AmeriCorps programs; (collection totals are inexact as the bulk of these completed applications are submitted to local programs and not back to the Corporation for National Service).

*Frequency:* An applicant need only complete the application once. Applicants may make copies of their completed forms; and submit copies (each, however, with an original signature) to several different AmeriCorps programs for consideration.

*Average Time Per Response:* 45 minutes.

*Estimated Total Burden Hours:* 45,000 hours (if 60,000 individuals complete the form per year).

*Total Burden Cost (capital/startup):* None.

*Total Burden Cost (operating/maintenance):* None.

*Comments submitted in response to this notice will be summarized and/or included in the request for Office of Management and Budget approval of the information collection request; they will also become a matter of public record.*

Dated: November 24, 1998.

**Kenneth L. Klothen,**

*General Counsel.*

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#### **DEPARTMENT OF DEFENSE**

##### **Office of the Secretary**

##### **Proposed Collection; Comment Request**

**AGENCY:** Office of the Assistant Secretary of Defense for Reserve Affairs.

**ACTION:** Notice.

In compliance with Section 3506(c)(2)(A) of the Paperwork

Reduction Act of 1995, the Office of the Assistant Secretary of Defense for Reserve Affairs announces the proposed public information collection and seeks public comment on the provisions thereof. Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed information collection; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the information collection on respondents, including through the use of automated collection techniques or other forms of information technology.

**DATES:** Consideration will be given to all comments received by March 1, 1999.

**ADDRESSES:** Written comments and recommendations on the proposed information collection should be sent to the Office of the Assistant Secretary of Defense for Reserve Affairs, Room 2D521, 1500 Pentagon, Washington, DC 20301-1500, ATTN: Mr. John Paul Galles, Special Assistant for Employer Support Metrics, Washington, DC or e-mail at jgalles@osd.pentagon.mil.

**FOR FURTHER INFORMATION CONTACT:** To request more information on this proposed information collection or to obtain a copy of the proposal and associated collection instruments, please write to the above address, or call Mr. John Paul Galles at 703/695-1677, x137.

*Title; Associated Form; and OMB Number:* Employer Support of the Guard and Reserve Training and Service, A Survey of Employer Characteristics, Opinions, Attitudes and Behaviors; OMB Number: 0704-[to be determined].

*Needs and Uses:* The information collection requirement is necessary to learn about employer tolerance for leaves of absence caused by the departure of National Guard and Reserve members from their workplaces to attend military training or to provide military service. Increasingly, National Guard and Reserve members are being called upon to provide frequent and protracted service for national defense. As a result, they are increasingly absent from the workplaces of their full-time employers. In order to sustain and not to diminish employer support, it is important to learn about employer tolerance of absences due to Guard/Reserve obligations, and how such absences can be least disruptive to the employer when Guard and Reserve

members are called to training or service.

*Affected Public:* Employers, Managers, and Supervisors with employment oversight in businesses, both public and private.

*Annual Burden Hours:* 3600.

*Number of Respondents:* 7200.

*Responses per Respondent:* 1.

*Average Burden Per Response:* 30 minutes.

*Frequency:* Annually.

#### **SUPPLEMENTARY INFORMATION:**

#### **Summary of Information Collection**

Respondents are employers, managers and supervisors with hiring/firing authority within a diverse set of employers. They vary by size, type and location. Results gathered from this survey will provide military leadership with new and important information to help them plan and manage more effectively, with a better understanding of the limits to removing National Guard and Reserve members from their workplaces for military training and service. Without this survey, military leaders will continue to utilize Guard and Reserve members without knowing the impact of their demands on the employer population. Having a regular and consistent survey to learn about employer characteristics, opinions, attitudes and behavior will initially establish a baseline and, over time, indicate trends regarding employer tolerance of National Guard and Reserve member training and service.

Dated: November 24, 1998.

**L.M. Bynum,**

*Alternate OSD Federal Register, Liaison Officer, Department of Defense.*

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## **DEPARTMENT OF DEFENSE**

### **Inspector General**

#### **Privacy Act of 1974; System of Records**

**AGENCY:** Inspector General, DoD.

**ACTION:** Notice to add a system of records.

**SUMMARY:** The Inspector General, DoD, proposes to add a system of records to its inventory of record systems subject to the Privacy Act of 1974 (5 U.S.C. 552a), as amended.

**DATES:** This action will be effective without further notice on December 31, 1998, unless comments are received that would result in a contrary determination.

**ADDRESSES:** Send comments to the Chief, FOIA/PA Office, Assistant

Inspector General for Administration, Information Management, 400 Army Navy Drive, Room 405, Arlington, VA 22202-2884.

**FOR FURTHER INFORMATION CONTACT:** Ms. Shirley J. Landes at telephone (703) 604-9777

**SUPPLEMENTARY INFORMATION:** The Inspector General notices for systems of records 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 address above.

The proposed system report, as required by 5 U.S.C. 522a(r) of the Privacy Act of 1974, as amended, was submitted on November 20, 1998, to the House Committee on Government Reform and Oversight, the Senate Committee on Governmental Affairs, and the Office of Management and Budget (OMB) pursuant to paragraph 4c of Appendix I to OMB Circular No. A-130, 'Federal Agency Responsibilities for Maintaining Records About Individuals,' dated February 8, 1996 (February 20, 1996, 61 FR 6427).

Dated: November 24, 1998.

**L.M. Bynum,**

*Alternate OSD Federal Register Liaison Officer, Department of Defense.*

#### **CIG 17**

#### **SYSTEM NAME:**

Voluntary Leave Transfer Program Records.

#### **SYSTEM LOCATION:**

Inspector General, Department of Defense, Personnel and Security Directorate, Employee Relations Division, 400 Army Navy Drive, Suite 512, Arlington, VA 22202-2884.

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

Individuals who have volunteered to participate in the leave transfer program as either a donor or a recipient.

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

Leave recipient records contain the individual's name, organization, office telephone number, Social Security Number, position title, grade, pay level, leave balances, number of hours requested, brief description of the medical or personal hardship which qualifies the individual for inclusion in the program, and the status of that hardship.

The file may also contain medical or physician certifications and agency approvals or denials.

Donor records include the individual's name, organization, office telephone number, Social Security

Number, position title, grade, and pay level, leave balances, number of hours donated and the name of the designated recipient.

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

5 U.S.C. 6331 et seq., Leave; 10 U.S.C. 141, Inspector General; E.O. 9397 (SSN); and 5 CFR part 630.

#### **PURPOSE(S):**

The file is used in managing the DoD Inspector General Voluntary Leave Transfer Program. The recipient's name, position data, organization, and a brief hardship description are published internally for passive solicitation purposes. The Social Security Number is sought to effectuate the transfer of leave from the donor's account to the recipient's account.

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

In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552(a)(b)(3) as follows:

To the Department of Labor in connection with a claim filed by an employee for compensation due to a job-connected injury or illness; where leave donor and leave recipient are employed by different Federal agencies, to the personnel and pay offices of the Federal agency involved to effectuate the leave transfer.

The 'Blanket Routine Uses' set forth at the beginning of the OIG's compilation of systems of records notices also 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 accessed by custodian of the records or by persons responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and are controlled by personnel screening and computer software.

##### **RETENTION AND DISPOSAL:**

Records are destroyed one year after the end of the year in which the file is closed.