

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.*

[FR Doc. 98-31917 Filed 11-30-98; 8:45 am]

BILLING CODE 5000-04-M

## **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.

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

Chief, Employee Relations Division,  
Office of the Inspector General, 400  
Army Navy Drive, Suite 512, Arlington,  
VA 22202-2884.

**NOTIFICATION PROCEDURES:**

Individuals seeking to determine  
whether this system of records contains  
information about themselves should  
address written inquiries to the Chief,  
Freedom of Information Act/Privacy Act  
Branch, Room 405, 400 Army Navy  
Drive, Arlington, VA 22202-2884.

Individual should provide full name  
and Social Security Number.

**RECORD ACCESS PROCEDURES:**

Individuals seeking access to records  
about themselves contained in this  
system of records should address  
written inquiries to the Privacy Act  
Officer at the address above.

Individual should provide full name  
and Social Security Number.

**CONTESTING RECORD PROCEDURES:**

The OIG's rules for accessing records,  
and for contesting contents and  
appealing initial agency determinations  
are published in 32 CFR part 312 and  
may be obtained from the system  
manager.

**RECORD SOURCE CATEGORIES:**

Information is provided primarily by  
the record subject; however, some data  
may be obtained from personnel and  
leave records.

**EXEMPTIONS CLAIMED FOR THE SYSTEM:**

None.

[FR Doc. 98-31916 Filed 11-30-98; 8:45 am]

BILLING CODE 5000-04-F

**DEPARTMENT OF DEFENSE****Department of the Army****Reserve Officers' Training Corps  
(ROTC) Program Subcommittee**

**AGENCY:** U.S. Army Cadet Command.

**ACTION:** Notice of meeting.

**SUMMARY:** In accordance with section  
10(a)(2) of the Federal Advisory  
Committee Act (P.L. 92-463),  
announcement is made of the following  
committee meeting:

*Name of Committee:* Reserve Officers'  
Training Corps (ROTC) Program  
Subcommittee.

*Dates of Meeting:* 8 Feb 99 thru 9 Feb  
99.

*Place of Meeting:* The Pentagon,  
Washington DC.

*Time of Meeting:* 08:30 to 1700 on 8  
Feb 99 and 0830-1100 on 9 Feb 99.

*Proposed Agenda:* Review and  
discussion of the status of Army ROTC  
since the July 1998 meeting in Tacoma,  
WA.

**FOR FURTHER INFORMATION CONTACT:** Mr.  
Roger Spadafora, U.S. Army Cadet  
Command, ATCC-TE, Fort Monroe,  
Virginia 23651-5000; phone (757) 727-  
4595.

**SUPPLEMENTARY INFORMATION:**

1. The Subcommittee will review the  
significant changes in ROTC  
scholarships, missioning, advertising  
strategy, marketing, camps and on-  
campus training, the Junior High School  
Program and ROTC Nursing.

2. Meeting of the Advisory Committee  
is open to the public. Due to space  
limitations, attendance may be limited  
to those persons who have notified the  
Advisory Committee Management office  
in writing at least five days prior to the  
meeting of their intent to attend the  
meeting.

3. Any members of the public may file  
a written statement with the Committee  
before, during or after the meeting. To  
the extent that time permits, the  
Committee chairman may allow public  
presentations or oral statements at the  
meeting.

4. All communications regarding this  
Advisory committee should be  
addressed to Mr. Roger Spadafora, U.S.  
Army Cadet Command, ATCC-TE, Fort  
Monroe, Virginia 23651-5000,  
telephone number (757) 727-4595.

**Gregory D. Showalter,**

*Army Federal Register Liaison Officer.*

[FR Doc. 98-31949 Filed 11-30-98; 8:45 am]

BILLING CODE 3710-08-M

**DEPARTMENT OF DEFENSE****Department of the Army****Implementation of the Defense Table of  
Official Distances (DTOD) for Personal  
Property Shipments**

**AGENCY:** Military Traffic Management  
Command, DoD.

**ACTION:** Final Notice (Policy Statement).

**SUMMARY:** The Department of Defense  
(DOD) has decided as a matter of  
procurement policy and internal agency  
procedures to change the distance  
calculation source used for  
transportation payments and audits in  
the DOD personal property program.  
Beginning on the effective dates listed  
below, DOD will use the Defense Table  
of Official Distances (DTOD) as the  
standard source for distance  
calculations worldwide. Carriers  
participating in the current International  
and Domestic household goods program

must agree to be bound by DTOD  
mileage for payment and audit  
purposes. This policy decision is in  
furtherance of DOD's goal to use a single  
integrated, electronic distance  
calculation source for its transportation  
programs. On-going reengineering  
initiatives using mileage calculation as  
a basis for payment and audit will  
transition to DTOD at the earliest  
opportunity.

**EFFECTIVE DATES:** April 1, 1999  
(international shipments) and May 1,  
1999 (domestic shipments).

**FOR FURTHER INFORMATION CONTACT:** Mr.  
Alex Moreno, HQ, Military Traffic  
Management Command, ATTN: MTOP-  
T-PR, Room 625, 5611 Columbia Pike,  
Falls Church, VA 22041-5050,  
telephone (703) 681-6190, FAX: (703)  
681-9681.

**SUPPLEMENTARY INFORMATION:** In  
furtherance of DOD's goal of making its  
transportation programs more standard  
and efficient, the DOD Comptroller  
tasked MTMC to find a commercially  
available, integrated, automated  
distance calculation source capable of  
supporting all DOD's transportation and  
travel-related requirements. After an  
extensive proof of concept and market  
analysis phase, MTMC contracted to  
acquire, install, integrate, and maintain  
a system (DTOD) adaptable to DOD's  
global transportation and travel mission  
responsibilities. DTOD, commercially  
known as PC\*Miler by ALK Associates,  
will become the DOD standard,  
automated source for distance  
calculations worldwide. A notice of  
proposed implementation of DTOD in  
the DOD personal property program was  
published in the **Federal Register**, Vol.  
63, No. 111, Pages 31761-31762,  
Wednesday, June 10, 1998. In response  
to this notice, numerous comments were  
submitted and were carefully  
considered in the decision to implement  
this policy change. Listed below are the  
comments and MTMC's response:

*Comment 1:* The cost to purchase and  
maintain a separate distance calculation  
product for DOD shipments is too high.

*Response:* MTMC is aware of the  
economic impact implementation of  
DTOD may have on personal property  
carriers, particularly small businesses.  
Therefore, MTMC did not mandate that  
carriers purchase and maintain DTOD in  
order to participate in the DOD personal  
property program. Instead, MTMC only  
requires that participating carriers agree  
to be bound by DTOD mileage for  
payment and audit purposes. MTMC  
believes that carriers may choose to  
adapt to the DTOD implementation in a  
variety of ways, to include: