

Dated: June 17, 1997.

**Genie M. Norris,**

*Acting Assistant Secretary for the Bureau of Administration.*

**State-44**

**SYSTEM NAME:**

Congressional Travel Records.

**SECURITY CLASSIFICATION:**

Unclassified and classified.

**SYSTEM LOCATION:**

Department of State, 2201 C Street, NW, Washington, DC 20520.

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

Members of Congress, Congressional staffers, Executive Branch invitees and Department of Defense escorts.

**AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of service); 5 U.S.C. 301 (Management of the Department of State).

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Correspondence, memoranda, telegrams, and E-mail messages between the Department of State, Congress and the overseas post pertaining to the arrangements and expenses of the individual's trip including non-government funded trips as requested by Members of Congress; letters of authorization from the Committee Chairman or the authorizing member of Congress regarding funds for the trip; facsimiles between Congressional offices and the Department regarding itineraries; itineraries to and from the Combined Airlines Ticket Office; copies of Government Travel Requests; copies of logistical and administrative arrangements such as meeting and appointment schedules; hotel and transportation provisions; copies of substantive reporting of topic/purpose of trip; financial data sheets showing expenses anticipated; receipts of travelers checks; per diem worksheets; memoranda to the Cashier from the Bureau of Legislative Affairs requesting advances; classified receipt forms; and passport information sheets.

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

The information in this system is used primarily by the current and former travelers when they express need or desire or any information relative to their particular travel. The records are also used to provide: The Office of Legislative Operations (Congressional Correspondence/Legislative Reference

Units) and posts abroad with information to facilitate the travel arrangements requested, and information about travel of Members of Congress for the purpose of identifying their areas of interests; desk officers with information regarding previous and current travel to their region; Legislative Management Officers with information for determining current and previous travel to particular regions when requested by Congressional offices; and Department principals and Ambassadors-designate with information regarding particular interests of Members of Congress to specific posts or regions. Also see "Routine Uses" paragraphs of Prefatory Statement published in the **Federal Register**.

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

**STORAGE:**

Electronic media, hard copy.

**RETRIEVABILITY:**

Individual name.

**SAFEGUARDS.**

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department and its annexes is controlled by security guards and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel. Access to computerized files is password-protected and under the direct supervision of the system manager. The system manager has the capability of printing audit trails of access from the computer media, thereby permitting regular and *ad hoc* monitoring of computer usage.

**RETENTION AND DISPOSAL:**

These records will be maintained until they become inactive, at which time they will be destroyed or retired according to published record schedules of the Department of State and as approved by the National Archives and Records Administration. More specific information may be obtained by writing to the Acting Director; Office of Information Resources Management Programs and Services, Room 1239, Department of State; 2201 C Street, NW, Washington, DC 20520-1239.

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

Director, Office of Legislative Operations, Bureau of Legislative Affairs, Room 7261, Department of State; 2201 C Street, NW, Washington, DC 20520-7261.

**NOTIFICATION PROCEDURE:**

Individuals who have reason to believe that the Bureau of Legislative Affairs (Congressional Travel Unit) might have travel records pertaining to themselves should write to the Acting Director, Office of Information Resources Management Programs and Services, Room 1239, Department of State, 2201 C Street, NW, Washington, DC 20520-1239. The individual must specify that he/she wishes the Congressional Travel Records to be checked. At a minimum, the individual must include: name; date and place of birth; current mailing address and zip code; signature; dates of travel and the name of the head of the delegation.

**RECORD ACCESS AND AMENDMENT PROCEDURES:**

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Acting Director, Office of Information Resources Management Programs and Services (address above).

**RECORD SOURCE CATEGORIES:**

These records contain information obtained from the individual, overseas posts, the Bureau of Legislative Affairs, and Congressional Committee staffers.

**SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:**

None.

[FR Doc. 97-17813 Filed 7-8-97; 8:45 am]

BILLING CODE 4710-24-M

**DEPARTMENT OF TRANSPORTATION**

**Coast Guard**

[CGD 97-024]

**National Preparedness for Response Exercise Program (PREP)**

**AGENCY:** Coast Guard, DOT.

**ACTION:** Notice of a public workshop.

**SUMMARY:** The Coast Guard, the Environmental Protection Agency (EPA), the Research and Special Programs Administration (RSPA) and the Minerals Management Service (MMS), in concert with the states, the oil industry and concerned citizens, developed the Preparedness for Response Exercise Program (PREP). This notice announces the next PREP workshop.

**DATES:** The workshop will be held on August 6-7, 1997 from 8:30 AM to 4:30 PM.

**ADDRESSES:** The workshop will be held in Ballrooms A and B at the Holiday Inn Hotel and Suites at 625 First Street, Alexandria, VA 22314.

**FOR FURTHER INFORMATION CONTACT:** For general information regarding the PREP program and the schedule, contact Ms. Karen Sahatjian, Marine Safety and Environmental Protection Directorate, Office of Response, (G-MOR-2), (202) 267-02850. The schedule and exercise design manual is available on the internet at <http://www.navcen.uscg.mil> or to obtain a hard copy of the exercise design manual, contact Ms. Toni Hundley at the Office of Pipeline Safety at (202) 366-4397. The 1994 PREP Guidelines and Training Elements are available at no cost by writing or faxing the TASC Dept Warehouse, 3341 Q 75<sup>th</sup> Avenue, Landover, MD 20785, fax: 301-386-5394. The stock numbers of each manual are: PREP Guideline—USCG—X0191; the Training Reference—USCG—X0188. Please indicate the quantity when ordering. Quantities are limited to 10 per order.

**SUPPLEMENTARY INFORMATION:**

**Background Information**

**Federal Register** notices were published on March 26, 1997 (62 FR 14495) and May 13, 1997 (62 FR 26346) requesting comments on the following topics: (1) developing and Evaluating an Oil Spill Response Exercise, (2) government-initiated unannounced exercise, (3) minor changes to existing PREP Guidelines, and (4) the proposed triennial exercise schedule. Coast Guard has received numerous comments, including requests to conduct another two day public workshop to discuss these and other topics. The workshop will focus on the comments received, as well as ideas for incorporating further hazardous substances response plan exercises into the existing exercise program.

The workshop will be a facilitated interactive discussion of the following agenda items:

August 6

- Review Goals and Objectives of PREP since it's inception in 1994.
- Review Comments received
- Discussion of Exercise Design Guidelines
- Government-Initiated Unannounced Exercise Program
- General impressions
- Comments received
- Credit

August 7

Address any unresolved issues  
Ideas to integrate further Hazardous Substance response plan exercises into the current oil response exercise cycle without diluting either program.

Dated: June 30, 1997.

**R.C. North,**

*Rear Admiral, U.S. Coast Guard, Assistant Commandant for Marine, Safety and Environmental Protection.*

[FR Doc. 97-17911 Filed 7-8-97; 8:45 am]

BILLING CODE 4910-14-M

**DEPARTMENT OF TRANSPORTATION**

**Federal Aviation Administration**

**Draft Advisory Circular: Detecting and Reporting Suspected Unapproved Parts**

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

**ACTION:** Notice of availability; request for comments.

**SUMMARY:** This notice announces the availability of Draft Advisory Circular (AC) 21-29B, Detecting and Reporting Suspected Unapproved Parts (SUP). The AC provides updated information and guidance to the aviation community for detecting SUP and reporting them to the FAA.

**DATES:** Comments must be received on or before August 8, 1997.

**ADDRESSES:** Send all comments regarding the draft AC to the FAA SUP Program Office AVR-20, P.O. Box 16317, Washington, D.C. 20041.

**FOR FURTHER INFORMATION CONTACT:** Susan Trask, FAA SUP Program Office AVR-20, P.O. Box 16317, Washington, D.C. 20041, telephone (703) 661-0590, FAX 703-661-0113, Internet: Susan.Trask@faa.dot.gov.

**SUPPLEMENTARY INFORMATION:**

**Comments Invited**

A copy of the subject draft AC may be obtained by contacting the person named above under **FOR FURTHER INFORMATION CONTACT**.

Interested persons are invited to comment on the draft AC and submit such written data, views, or concerns as they desire. Commentors must identify the subject of the AC and submit comments in duplicate to the address listed above.

All comments received on or before the closing date will be considered prior to the final issuance of the revised AC.

**Background**

The AC, published under the authority granted to the Administrator by 49 U.S.C. 106(g), 49 U.S.C. 40101 et seq., is being revised to illustrate an overview of the FAA's SUP Program and portray current policy.

**Kenneth J. Reilly,**

*Manager, Suspected Unapproved Parts Program Office.*

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**DEPARTMENT OF TRANSPORTATION**

**Federal Aviation Administration**

[Summary Notice No. PE-97-37]

**Petitions for Exemption; Summary of Petitions Received; Disposition 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.

**DATES:** Comments on petitions received must identify the petition docket number involved and must be received on or before July 28, 1997.

**ADDRESSES:** Send comments on any petition in triplicate to: Federal Aviation Administration, Office of the Chief Counsel, Attn: Rule Docket (AGC-200), Petition Docket No. \_\_\_\_\_ 800 Independence Avenue, SW., Washington, D.C. 20591.

Comments may also be sent electronically to the following internet address: 9-NPRM-CMNTS@faa.dot.gov.

The petition, any comments received, and a copy of any final disposition are filed in the assigned regulatory docket and are available for examination in the Rules Docket (AGC-200), Room 915G, FAA Headquarters Building (FOB 10A), 800 Independence Avenue, SW.,