

cash purchases of passenger transportation services, including instances where a Federal traveler has failed to use a Government Transportation Request (GTR), a Government Travel Account (GTA), or contractor-issued Government employee charge card. This delegation is in accordance with 41 CFR 101-41.203. For purposes of this Directive, the term "bureau" includes Departmental Offices (DO) and the Office of Inspector General (OIG).

3. REDELEGATION.

a. The authority to approve cash purchases in excess of \$100 may be redelegated to the Bureau Chief Financial Officer, or the equivalent management official at regional locations. No further redelegation shall be permitted.

b. The authority to approve cash purchases of \$100 or less when approval is required by 41 CFR 101-41.203-2 may be redelegated without limitation.

c. All redelegations shall be in writing, and copies of the redelegations shall be retained to permit examination by General Services Administration (GSA) auditors.

4. GUIDELINES.

a. As long as the conditions set out in 41 CFR 101-41.203 are met, bureau heads may, in limited circumstances, approve the use of cash to procure emergency or nonemergency transportation services costing more than \$100. In the interest of promoting good cash management, all other methods of disbursement should be considered before providing cash. Approval shall be granted only when sufficient justification has been documented. In nonemergency situations, authorization to use cash in excess of \$100 should be obtained prior to travel.

b. To justify the use of cash in excess of \$100 instead of a Government provided method of payment when procuring passenger transportation services, both the bureau head (or designated representative) and the traveler shall certify on the travel voucher the reasons for such use.

c. 41 CFR 101-41.203-2(b)(1)(i) requires that the agency determine if the use of cash was due to an emergency or another reason. Bureaus shall establish guidelines for approval of cash purchases in excess of \$100 and determine if the use of cash is due to: (a) Emergency circumstances where use of a GTR, contractor-issued Government employee charge card, or GTA was not possible, or (b) failure of the bureau to advise new employees and/or invited or infrequent travelers of proper

procedures for purchasing transportation services.

d. Cash purchases of transportation services in excess of \$100 in nonemergency circumstances shall be discouraged and kept to a minimum. If a cash purchase is determined to have been made under a nonemergency circumstance, reimbursement shall be limited to the cost which would have been properly chargeable to the Government if the transportation services had been procured using one of the Government-provided methods of procurement. Cash shall not be used to circumvent the use of city-pair contracts.

e. Bureaus shall establish procedures to encourage travelers to use a GTR, contractor-issued Government employee charge card, or GTA instead of cash to purchase passenger transportation services. Use of a credit card other than the contractor-issued Government employee charge card or use of travelers checks shall be considered the equivalent of cash and subject to the \$100 limitation.

f. Cash purchases of transportation services costing more than \$10 but not more than \$100 may be approved if no Government provided method of payment is practical. Bureaus are authorized to implement the guidance set forth in 41 CFR 101-41.203-2.

g. Travelers using cash to purchase individual passenger transportation services shall procure such services directly from the carrier or from travel agents under GSA contract. They shall account for those expenses on their travel vouchers and furnish passenger coupons or other evidence, as appropriate. Furthermore, travelers shall assign to the Government the right to recover any excess payments involving carriers' use of improper rates. That assignment must be preprinted or otherwise annotated on the travel voucher and shall be initialed by the traveler.

h. Each bureau shall apprise travelers using cash to procure passenger transportation services of the provision of FPMR 101-41.209-4 concerning a carrier's liability for liquidated damages because of failure to provide confirmed reserved space.

i. Travelers using cash to procure passenger transportation services shall adhere to the regulations at 41 CFR 301-3.6 regarding the use of U.S. flag vessels and air carriers.

j. Should a traveler make repeated cash purchases without just cause or deliberately attempt to circumvent use of GSA contract air or rail service for personal convenience, the bureau may send all documents related to the travel

to the GSA Board of Contract Appeals, 18th and F Streets, NW, Washington, DC 20548, for a decision on the traveler's right to reimbursement as provided in 31 U.S.C. 3702.

5. **RECORDKEEPING.** Travel vouchers shall be maintained in the bureau to be available for site audit by GSA auditors. General Records Schedule 9, "Travel and Transportation Records," provides instructions for the disposal of travel vouchers. GSA, Transportation Audit Division (FWA) will report suspected travel management errors and/or misroutings which result in higher travel costs to the Government to the appropriate bureau travel manager for appropriate action.

6. **REPORTING REQUIREMENTS.** After the traveler has been reimbursed for a cash purchase, copies of the travel authorization, ticket coupons, and any ticket refund applications, or Standard Form 1170, "Redemption of Unused Tickets," shall be forwarded for audit to the GSA, Transportation Audit Division (FWA), Attention: Code E, Washington, DC 20405.

7. **AUTHORITY.** 41 CFR 101-41.203-2.

8. **REFERENCE.** 41 CFR Part 301-3.6 and 301-15.

9. **EXPIRATION DATE.** This Directive shall expire three years from the date of issuance unless superseded or cancelled prior to that date.

10. **OFFICE OF PRIMARY INTEREST.** Office of Accounting and Internal Control, Office of the Deputy Chief Financial Officer, Office of the Assistant Secretary for Management and Chief Financial Officer.

Nancy Killefer,

Assistant Secretary for Management and Chief Financial Officer.

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DEPARTMENT OF THE TREASURY

[Treasury Directive Number 12-32]

Delegation of Authority Concerning Personnel Security

October 15, 1997.

1. **Delegation.** Pursuant to section 5 of Treasury Order (TO) 102-17, "Delegation of Authority Concerning the Personnel Security Program," this Directive redelegates to the Director, Office of Security, the authority to exercise and perform all duties, rights, powers, and obligations delegated by that Order. This includes the authority to make all determinations and appointments and to issue any regulations required to implement the

Department's personnel security program established in TO 102-17 (hereafter "personnel security program"), except:

a. any matter in which, by law, executive order, or regulation of outside agencies, the personal decision of the head of the agency or principal deputy is required; and

b. the Assistant Secretary Management and Chief Financial Officer shall appoint members of any security appeals panel convened pursuant to section 5.2 of Executive Order (E.O.) 12968, "Access to Classified Information."

2. *Redelegation.*

a. The Director, Office of Security, shall redelegate to bureau heads and the Inspector General the authority to perform the operating functions relating to personnel security, except as stated in paragraph 2.c. and Section 4 below, but including:

(1) the designation of position sensitivity; and

(2) making determinations of eligibility for access to classified information, and the consequent granting, suspending, denying, and revoking of access to classified information, in conformity with the provisions of E.O. 12968;

b. Any authority so delegated to a bureau head or the Inspector General may be further redelegated, with the concurrence of the Director, Office of Security, within bureau headquarters or the Office of Inspector General.

c. The Assistant Director (Personnel Security), Office of Security, shall perform the operating functions relating to personnel security for the Departmental Offices.

3. *Responsibilities.* The Director, Office of Security, serves as the principal adviser to the Assistant Secretary Management and Chief Financial Officer with respect to the Department's personnel security program, and shall:

a. define the operating functions relating to personnel security and prescribe uniform policies and general procedures in Treasury Department Publication (TD P) 71-10, "Department of the Treasury Security Manual;"

b. serve as a member of, and chair, any security appeals panel convened pursuant to section 5.2 of E.O. 12968;

c. be responsible for overseeing and implementing the National Industrial Security Program within the Department pursuant to E.O. 12829, "National Industrial Security Program," concerning contractors, subcontractors, vendors, and suppliers requiring access to classified information or material;

d. conduct periodic evaluations of implementation and administration of the personnel security program throughout the Department;

e. represent the Department on all interagency committees and act as liaison with the Security Policy Board, Federal agencies, and the White House concerning personnel security matters; and

f. act as liaison with the Department of Energy on all matters pertaining to clearances for access to information designated "Restricted Data" or "Formerly Restricted Data" pursuant to the Atomic Energy Act of 1954, as amended.

4. *Reserved Functions.* The following functions are reserved to the Director, Office of Security, and may not be redelegated outside of the Office of Security:

a. receiving all reports of investigations involving loyalty matters on Department of the Treasury employees and potential employees, and directing such matters to appropriate authorities for processing or resolution;

b. assuming jurisdiction for all cases within the Department involving a potential determination that an employee should be suspended, reassigned, or terminated on the grounds that such action is necessary in the interests of the national security pursuant to E.O. 10450, "Security Requirements for Government Employment," and 5 U.S.C. 7532;

c. making disclosure determinations concerning loyalty information contained in personnel security files throughout the Department pursuant to 31 CFR Part 1, including requests for disclosure under the Freedom of Information Act or Privacy Act (5 U.S.C. 552 and 552a); and

d. designating position sensitivity and making determinations of eligibility for access to classified information, and the consequent granting, suspending, denying, and revoking of access to classified information, in conformity with the provisions of E.O. 12968, for the following positions:

(1) all presidential appointees in the Department requiring confirmation by the Senate, and the Inspector General, to the extent of the Department's authority with respect to these officials;

(2) heads of bureaus and their first deputies; and

(3) bureau security officers and any official to whom the authority to grant security clearances has been delegated.

5. *Special Assistant To The Secretary (National Security).* The responsibilities of the Special Assistant to the Secretary

(National Security) are not affected by this Directive.

6. *Authorities.*

a. E.O. 10450, "Security Requirements for Government Employment," dated April 27, 1953, as amended.

b. E.O. 12968, "Access to Classified Information," dated August 2, 1995.

c. E.O. 12958, "Classified National Security Information," dated October 17, 1995, as amended.

d. E.O. 12829, "National Industrial Security Program," dated January 6, 1993, as amended.

e. 5 U.S.C. 7531-7533.

f. TO 102-17, "Delegation of Authority Concerning the Personnel Security Program," dated May 2, 1996.

7. *References.*

a. TD P 71-10, "Department of the Treasury Security Manual."

b. The Atomic Energy Act of 1954 (42 U.S.C. 2011).

c. Presidential Decision Directive 29, "Security Policy Coordination," dated September 16, 1994.

8. *Cancellation.* TD 12-32, "Delegation of Authority Concerning Personnel Security," dated January 10, 1995, is superseded.

9. *Expiration Date.* This Directive expires three years after the date of issuance unless cancelled or superseded by that date.

10. *Office of Primary Interest.* Office of Security, Office of the Assistant Secretary for Management and Chief Financial Officer.

Nancy Killefer,

Assistant Secretary for and Chief Financial Officer.

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DEPARTMENT OF THE TREASURY

Internal Revenue Service

[INTL-112-88]

Proposed Collection; Comment Request for Regulation Project

AGENCY: Internal Revenue Service (IRS), Treasury.

ACTION: Notice and request for comments.

SUMMARY: The Department of the Treasury, as part of its continuing effort to reduce 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, Pub. L. 104-13 (44 U.S.C. 3506(c)(2)(A)).