

Dated: November 5, 1997.

Patrick F. Kennedy,

Assistant Secretary for the Bureau of Administration.

STATE-23

SYSTEM NAME:

Records of the Domestic Accounts Receivable Tracking System.

SECURITY CLASSIFICATION:

Unclassified and classified.

SYSTEM LOCATION:

Department of State, Annex 15; 1800 N. Kent Street; Arlington, VA 22209.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of the Department of State, employees of other federal agencies, private U.S. citizens, and other individuals who have incurred a debt to the Department of State or the U.S. Government. Examples may include but are not limited to repatriation loans, emergency medical/dietary assistance loans, employee medical services, salary advances, and travel advances.

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); 31 U.S.C. 3701-3720A (Claims of the United States Government).

CATEGORIES OF RECORDS IN THE SYSTEM:

Documentation and related correspondence regarding the incurrence of a debt, which may include, but are not limited to the following: Fiscal irregularity accounts, installment and promissory agreements, repatriation loan applications, emergency medical/dietary assistance loan applications, transmittals from the Office of Medical Services regarding employee medical services and insurance reimbursement to the Department, salary advances, travel advances, unused tickets, and other debtor accounts submitted to the Department of State by other federal agencies for collection action.

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

The information in this system is used for aging, reviewing, collecting and updating the individual accounts of debts owed to the Department of State or the U.S. Government, in accordance with the Debt Collection Improvement Act of 1996. The principal user of this information outside the Department of State is the Department of Treasury for administrative offset collection. Also see

the "Routine Uses" paragraph of the 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, Social Security Number.

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. Access to Annex 15 has security access controls (code entrances) and/or security alarm systems. 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 retired or destroyed in accordance with 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 Director; Office of Information Resources Management Programs and Services, Room 1239, Department of State; 2201 C Street, NW, Washington, DC 20520-1512.

SYSTEM MANAGER AND ADDRESS:

Managing Director, Domestic Financial Services Directorate, Room 6604D, Department of State, Annex 15, 1800 N. Kent Street, Arlington, VA 22209.

NOTIFICATION PROCEDURE:

Individuals who have reason to believe that the Domestic Financial Services Directorate might have records pertaining to themselves should write to the Director; Office of Information Resources Management Programs and Services, Room 1239, Department of

State, 2201 C Street, NW, Washington, DC 20520-1512. The individual must specify that he/she wishes the Records of the Domestic Accounts Receivable Tracking System to be checked. At a minimum, the individual should include: Name; date and place of birth; Social Security Number; current mailing address and zip code; signature; a brief description of the circumstances that caused the creation of the record, (including the city and/or country); and the approximate dates which give the individual cause to believe that the Domestic Financial Services Directorate has records pertaining to him/her.

RECORD ACCESS AND AMENDMENT PROCEDURES:

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

RECORD SOURCE CATEGORIES:

These records contain information obtained primarily from the individual who is the subject of these records.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

None.

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BILLING CODE 4710-05-M

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

Reports, Forms and Recordkeeping Requirements, Agency Information Collection Activity Under OMB Review

AGENCY: Office of the Secretary, (DOT).

ACTION: Notice.

SUMMARY: In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 *et seq.*), this notice announces that the Information Collection Requests (ICRs) abstracted below have been forwarded to the Office of Management and Budget (OMB) for review and comment. The ICRs describes the nature of the information collection and their expected costs and burden hours. The **Federal Register** Notice with a 60-day comment period soliciting comments on the following collections of information was published in FR 62 46400, September 2, 1997.

DATES: Comments must be submitted on or before December 18, 1997.

FOR FURTHER INFORMATION CONTACT:

David Mednick, Environmental Specialist, K-20, Bureau of Transportation Statistics, 400 Seventh

Street, SW., Washington, DC 20590, (202) 366-8871; fax: (202) 366-3640; e-mail: david.mednick@bts.gov.

SUPPLEMENTARY INFORMATION:

Bureau of Transportation Statistics (BTS)

1. *Title:* Quarterly Report of Class I Motor Carriers of Property.

OMB Control No: 2139-0002.

Type of Request: Extension of a currently approved information collection.

Form Number: BTS Form QFR.

Affected Public: Class I Motor Carriers of Property.

Abstract: These data collection forms were transferred from the Interstate Commerce Commission (ICC) to the Department of Transportation (DOT) on January 1, 1996, by the ICC Termination Act of 1995. The OMB Control numbers while under the ICC were 3120-0002, 3120-0032, and 3120-0138. Pursuant to 14 U.S.C. § 14123, DOT is required to collect annual financial reports from Class I and Class II motor carriers. DOT may also require motor carriers to file quarterly reports. In determining the matters to be covered by the reports, DOT must consider (1) safety needs; (2) the need to preserve confidential business information and trade secrets and prevent competitive harm; (3) private sector, academic, and public use of information in the reports; and (4) the public interest. BTS wishes to continue to provide periodic information on the health of the motor carrier of property industry, its impact on the economy, and industry changes that may affect national transportation policy.

Estimated Annual Burden: The total estimated annual burden is 7,200 hours.

2. *Title:* Annual Report of Class I Motor Carriers of Property.

OMB Control No. 2139-0004.

Form No.: BTS Form M-1.

Type of Review: Extension of a currently approved collection.

Affected Public: Class I Motor Carriers of Property.

Abstract: These data collection forms were transferred from the Interstate Commerce Commission (ICC) to the Department of Transportation (DOT) on January 1, 1996, by the ICC Termination Act of 1995. The OMB Control numbers while under the ICC were 3120-0002, 3120-0032, and 3120-0138. Pursuant to 14 U.S.C. § 14123, DOT is required to collect annual financial reports from Class I and Class II motor carriers. DOT may also require motor carriers to file quarterly reports. In determining the matters to be covered by the reports, DOT must consider (1) safety needs; (2) the need to preserve confidential

business information and trade secrets and prevent competitive harm; (3) private sector, academic, and public use of information in the reports; and (4) the public interest. BTS wishes to continue to provide periodic information on the health of the motor carrier of property industry, its impact on the economy, and industry changes that may affect national transportation policy.

Annual Burden Hours Estimate: 22,500.

3. *Title:* Annual Report of Class II Motor Carriers of Property.

OMB Control No. 2139-0005.

Form No.: BTS Form M-2.

Type of Review: Extension of a currently approved collection.

Affected Public: Class II Motor Carriers of Property.

Abstract: These data collection forms were transferred from the Interstate Commerce Commission (ICC) to the Department of Transportation (DOT) on January 1, 1996, by the ICC Termination Act of 1995. The OMB Control numbers while under the ICC were 3120-0002, 3120-0032, and 3120-0138. Pursuant to 14 U.S.C. § 14123, DOT is required to collect annual financial reports from Class I and Class II motor carriers. DOT may also require motor carriers to file quarterly reports. In determining the matters to be covered by the reports, DOT must consider (1) safety needs; (2) the need to preserve confidential business information and trade secrets and prevent competitive harm; (3) private sector, academic, and public use of information in the reports; and (4) the public interest. BTS wishes to continue to provide periodic information on the health of the motor carrier of property industry, its impact on the economy, and industry changes that may affect national transportation policy.

Annual Burden Hours Estimate: 19,000.

ADDRESSES: Send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725-17th Street, NW., Washington, DC 20503, Attention BTS Desk Officer.

Comments are Invited on: whether the proposed collection of information is necessary for the proper performance of the functions of the Department, including whether the information will have practical utility; the accuracy of the Department's estimate of the burden of the proposed information collection; ways to enhance the quality, utility and clarity of the information to be collected; and ways to minimize the burden of the collection of information on respondents, including the use of automated collection techniques or other forms of information technology.

Issued in Washington, DC, on November 12, 1997.

Phillip A. Leach,

Clearance Officer, United States Department of Transportation.

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BILLING CODE 4910-62-P

DEPARTMENT OF TRANSPORTATION

Office of the Secretary

Reports, Forms and Recordkeeping Requirements Agency Information Collection Activity Under OMB Review

AGENCY: Office of the Secretary, (DOT).

ACTION: Notice and request for comments.

SUMMARY: In compliance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), this notice announces that the Information Collection (ICR) abstracted below has been forwarded to the Office of Management and Budget (OMB) for review and comment. The ICR describes the nature of the information collection and its expected burden. The **Federal Register** Notice with a 60-day comment period soliciting comments on the following collection of information was published in 62 FR 38339, July 17, 1997.

DATES: Comments must be submitted on or before December 18, 1997.

FOR FURTHER INFORMATION CONTACT: Judith Street, ABC-100; Federal Aviation Administration; 800 Independence Avenue, SW.; Washington, DC 20591; Telephone number (202) 267-9895.

SUPPLEMENTARY INFORMATION:

Federal Aviation Administration (FAA)

Title: Overflight Billing and Collection Customer Information Form.

OMB Control Number: 2120-0618.

Type of Request: Extension of currently approved collection.

Affected Public: Approximately 600 business or other for-profit organizations.

Abstract: The customer information form is needed in order to request and obtain proper billing information from carriers as well as properly identify Tail numbers as commercial or general aviation in order that carriers are charged the correct rate.

Annual Estimated Burden Hours: 50 hours.

ADDRESSES: Send comments to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725-17th Street, NW., Washington, DC 20503, Attention FAA Desk Officer.