

Routine Uses of Records Maintained in the System, Including Categories of Users and the Purposes of such use

- a. To facilitate the issuance and control of cards, parking permits, building passes, driver licenses, and similar credentials.
- b. To disclose pertinent information to the appropriate Federal, State, or local agency responsible for investigating, prosecuting, enforcing, or implementing a statute, rule, regulation, or order, where the General Services Administration (GSA) becomes aware of an indication of a violation or potential violation of civil or criminal law or regulation.
- c. To provide information to a member of Congress or to a congressional staff member from the records of an individual in response to an inquiry from that congressional office made at the request of the individual.
- d. To disclose information to another Federal agency or to a court when the Government is party to a judicial proceeding before the court.
- e. To disclose information to a Federal agency, in response to its requests, in connection with the hiring and retention of an employee, the issuance of a security clearance, the conducting of a security or suitability investigation of an individual, the classifying of a job, the letting of a contract, or the issuance of license, grant or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.
- f. By the Office of Personnel Management in the production of summary descriptive statistics in support of the function for which the records are collected and maintained, or for related workforce studies. While published statistics and studies do not contain individual identifiers, in some instances the selection of elements of data included in the study may be structured in such a way as to make the data individually identifiable by inference.
- g. To disclose information to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in the circular.
- h. To disclose information to officials of the Merit Systems Protection Board, including the Office of Special Counsel; the Federal Labor Relations Authority and its General Counsel; or the Equal Employment Opportunity Commission when requested in performance of their authorized duties.

i. To an authorized appeal or grievance examiner, formal complaints examiner, equal employment opportunity investigator, arbitrator, or other duly authorized official engaged in investigation or settlement of a grievance, complaint, or appeal filed by an employee.

j. To the Office of Personnel Management in accordance with the agency's responsibility for evaluation of Federal personnel management.

k. To the extent that official personnel records in the custody of GSA are covered within the systems or records published by the Office of Personnel Management as Government-wide records, they will be considered as part of that Government-wide system. Other official personnel records covered by notices, published by GSA and considered to be separate systems of records may be transferable to the Office of Personnel Management in accordance with official personnel programs and activities as a routine use.

l. To an expert, consultant, or a contractor of GSA to the extent necessary to further the performance of a Federal duty.

m. To medical personnel in the event of a medical emergency.

**Policies and Practices for Storing, Retrieving, Accessing, Retaining, and Disposing of Records in the System**

*Storage:* Information is collected by means of electronic mail and paper forms and may be stored as paper forms, or in electronic chips in the individual's identification card itself, and in associated automated data systems.

*Retrievability:* Name, SSN, identification (badge) serial number.

*Safeguards:* When not in use by an authorized person, paper records will be stored in lockable metal file cabinets or secured rooms. Electronic records are protected by a password and may also have a personal identification number (PIN) as a second level of protection.

*Retention and disposal:* Disposal of records is described in the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2A) and authorized GSA records schedules.

*System Manager and Address:*

The official responsible for this system is the Director, Office of Management Services, 1800 F Sts., NW., Washington, DC 20405. Since this is a geographically dispersed system, individuals may gain access to it by contacting the officials at locations as listed in the appendix.

*Notification Procedure*

The address of the agency offices to which inquiries should be addressed and addresses of locations at which the individual may present a request as to whether a system contains records pertaining to himself or herself is the same as that shown in the appendix. Individuals should provide name, social security number, period of employment, and position held to assist the office in locating the record.

*Record Access Procedures*

An individual can obtain information on procedures for gaining access to records from the Director, Office of Management Services, or Regional Director, Administrative Services Division, as shown in the appendix.

*Contesting Record Procedures*

GSA rules for access to systems of records, contesting the contents of systems of records and appealing initial determinations are promulgated in 41 CFR 105-64, published in the Federal Register.

*Record Source Categories*

Information is provided by employee being issued credential and issuing official.

Dated: April 30, 1997.

**John H. Davenjay,**

*Director, Administrative Policy and Information Management Division.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration on Aging**

**Public Information Collection Requirement Submitted to the Office of Management and Budget (OMB) for Clearance**

**AGENCY:** Administration on Aging.

The Administration on Aging (AoA), Department of Health and Human Services, has submitted to the Office of Management and Budget (OMB) the following proposal for the collection of information in compliance with the Paperwork Reduction Act (Public Law 96-511):

*Title of Information Collection:* State Annual Long-Term Care Ombudsman Report;

*Type of Request:* Extension, With Minor Revision;

*Use:* To revise an existing information collection for States to use in reporting on activities of their Long-Term Care

Ombudsman Programs as required under Section 712 of the Older Americans Act, as amended;

*Frequency:* Annually;

*Respondents:* State Agencies on Aging;

*Estimated Number of Responses:* 52;

*Total Estimated Burden Hours:* 9,000.

*Additional Information or Comments:* The Administration on Aging is submitting to the Office of Management and Budget for approval an extension, with minor revisions, of a reporting form and instructions for the State annual Long-Term Care Ombudsman reports, pursuant to requirements in Section 712 (b) and (h) of the Older Americans Act. The revisions;

(1) Modify the wording of some of the complaint categories to assist respondents in categorizing some complaints which were being placed under "other" and;

(2) stipulate that several narrative responses which have not changed since the previous report do not need to be repeated.

The reporting system is for fiscal years 1997-99. Written comments and recommendations for the proposed information collection should be sent within 60 days of the publication of this notice directly to the following address: OMB Reports Management Branch, Attention: Allison Eydt, New Executive Office Building, Room 3208, Washington, D.C. 20503.

Dated: April 30, 1997.

**Alicia Valadez Ors,**

*Director, Office of Governmental Affairs and Elder Rights, Administration on Aging.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Health Resources and Services Administration**

**Agency Information Collection Activities: Proposed Collection: Comment Request**

In compliance with the requirement for opportunity for public comment on proposed data collection projects (section 3506(c)(2)(A) of Title 35, United States Code, as amended by the Paperwork Reduction Act of 1995, Public Law 104-13), the Health Resources and Services Administration (HRSA) will publish periodic summaries of proposed projects being developed for submission to OMB under the Paperwork Reduction Act of 1995. To request more information on the proposed project or to obtain a copy of the data collection plans, call the HRSA Reports Clearance Officer on (301) 443-1129.

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 collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

**Proposed Project: Evaluation of the National Health Service Corps**

*New*

The National Health Service Corps (NHSC) was established in 1971 to help

correct the maldistribution of health care personnel and to improve the delivery of services in areas with shortages of health care professionals. Through the Scholarship and Loan Repayment Programs the NHSC recruits health clinicians and places them in areas designated as health professional shortage areas.

The evaluation of this program will include three mail surveys, two directed at scholarship and loan repayment program clinicians (physicians, dentists, physician assistants, nurse practitioners and nurse midwives), and one directed at site administrators currently employing NHSC clinicians. The Survey of NHSC Alumni (clinicians who began service on January 1, 1980 and terminated their service before March 14, 1997) will assess alumni attitudes about the NHSC experience including recruitment, placement, and service contributions (for example, expanding clinical services, serving in clinical leadership positions, participating in quality improvement activities and initiating community primary care initiatives) to the site and community. In addition, the survey will examine various measures of clinician retention in underserved areas. The Survey of NHSC Clinicians (current) will also assess attitudes about the NHSC experience including recruitment, placement and service contribution to the site and community. The Survey of Administrators in Sites with NHSC Clinicians will assess sites' experiences with NHSC clinicians and will provide an assessment of their service contributions to the site and community. The data collected through the surveys will be used to formulate programmatic and policy recommendations designed to strengthen the NHSC program and increase its effectiveness.

Type of survey	No. of respondents	No. of responses per respondent	Avg. burden/response (in hours)	Total burden hours
Alumni Survey .....	2264	1	.5	1132
Current Clinician Survey .....	1411	1	.5	706
Site Administrator Survey .....	252	1	.5	126
Total .....	3927	1	.5	1964