

and authorized individuals who use a Federal account number for travel purposes.

#### **CATEGORIES OF RECORDS IN THE SYSTEM:**

Records include name, address, Social Security Number, date of birth, employment information, telephone numbers, information needed for identification verification, travel authorizations and vouchers, charge card applications, charge card receipts, terms and conditions for use of charge cards, and monthly reports from contractor(s) showing charges to individual account numbers, balances, and other types of account analyses.

#### **AUTHORITY FOR MAINTENANCE OF THE SYSTEM:**

5 U.S.C. 5707 and implementing Federal Travel Regulation, 41 CFR 300-304; 5 U.S.C. 5738; E.O. 11609; 36 CFR 13747 (1971); 31 U.S.C. 1348; Public Law. 107-56 § 326.

#### **PURPOSE(S):**

To assemble in one system information to provide government agencies with: (1) Necessary information on the commercial travel and transportation payment and expense control system which provides travelers charge cards and the agency an account number for official travel and related travel expenses on a worldwide basis; (2) attendant operational and control support; and (3) management information reports for expense control purposes.

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

a. To disclose information to a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, implementing, or carrying out a statute, rule, regulation, or order, where an agency becomes aware of a violation or potential violation of civil or criminal law or regulation.

b. To disclose information to a Member of Congress or a congressional staff member in response to an inquiry made at the request of the individual who is the subject of the record.

c. To disclose information to the contractor in providing necessary information for issuing credit cards.

d. To disclose information to a requesting Federal agency in connection with hiring or retaining an employee; issuing a security clearance; reporting an employee investigation; clarifying a job; letting a contract; or issuing a license, grant, or other benefit by the requesting agency where the information is relevant and necessary for a decision.

e. To disclose information to an appeal, grievance, or formal complaints examiner; equal employment opportunity investigator; arbitrator; exclusive representative; or other official engaged in investigating, or settling a grievance, complaint, or appeal filed by an employee.

f. To disclose information to officials of labor organizations recognized under Pub. L. 95-454, when necessary to their duties of exclusive representation on personnel policies, practices, and matters affecting working conditions.

g. To disclose information to a Federal agency for accumulating reporting data and monitoring the system.

h. To disclose information in the form of listings, reports, and records of all common carrier transactions including refunds and adjustments to an agency by the contractor to enable audits of carrier charges to the Federal government.

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

##### **STORAGE:**

Paper records are stored in file folders. Electronic records are stored within a computer and associated equipment.

##### **RETRIEVABILITY:**

Records are filed by name, Social Security Number, and/or credit card number.

##### **SAFEGUARDS:**

Paper records are stored in lockable file cabinets or secured rooms. Electronic records are protected by passwords, access codes, and entry logs. There is restricted access to credit card account numbers, and information is released only to authorized users and officials on a need-to-know basis.

##### **RETENTION AND DISPOSAL:**

Records are kept for 3 years and then destroyed, as required by the General Records Retention Schedules issued by the National Archives and Records Administration (NARA).

##### **SYSTEM MANAGER AND ADDRESS:**

Assistant Commissioner, Office of Acquisition (FC), Federal Supply Service, General Services Administration, Crystal Mall Building 4, 1941 Jefferson Davis Highway, Arlington, VA 22202.

##### **NOTIFICATION PROCEDURE:**

Inquiries by individuals should be addressed to the Finance Officer of the agency for which they traveled.

#### **RECORD ACCESS PROCEDURES:**

Requests from individuals should be addressed to the Finance Officer of the agency for which they traveled. Individuals must furnish their full name and the authorizing agency and its component to facilitate the location and identification of their records.

#### **CONTESTING RECORD PROCEDURES:**

Individuals wishing to request amendment of their records should contact the Finance Officer of the agency for which they traveled. Individuals must furnish their full name and the authorizing agency and component for which they traveled.

#### **RECORD SOURCE CATEGORIES:**

Charge card applications, monthly reports from the contractor, travel authorizations and vouchers, credit card companies, and data interchanged between agencies.

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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 44, United States Code, as amended by the Paperwork Reduction Act of 1995, Public Law 104-13), the Health Resources and Services Administration (HRSA) publishes 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 and draft instruments, call the HRSA Reports Clearance Officer at (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: Section 510 Abstinence Education Grant Program—Guidance and Forms for the Title V Section 510 Abstinence Education Grant Program Application/Annual Report—NEW**

The *Application Guidance for Section 510 of Title V of the Social Security Act* is used annually by all States and jurisdictions in applying for Abstinence Education Block Grants under Section 510 of Title V of the Social Security Act, and in preparing the required annual report. This guidance provides

guidelines to the State Maternal and Child Health Agencies (MCH) agencies on how to apply for the appropriated Section 510 Abstinence Education funds.

The Section 510 Abstinence Education Grant program enables States to provide abstinence education, and at the option of States, where appropriate, mentoring, counseling, and adult supervision to promote abstinence from sexual activity, with a focus on those groups most likely to bear children out-of-wedlock. Projects must meet the legislative priorities as described in Section 510 of Title V of the Social

Security Act. States agencies funded under the program are required to report annually on four national performance measures and a minimum of two State-developed performance measures.

The guidance used annually by the 47 States and 4 jurisdictions that have applied for and received Section 510 Abstinence Education Grant funding have an estimated average burden of 170 hours. The burden estimate for this activity is based upon information provided by the pilot States as well as previous experience by States in completing the application. The estimated response burden is as follows:

Application and Annual Report	Number of Respondents	Responses per Respondent	Burden Hours per Response	Total Burden Hours
States and Jurisdictions .....	51	1	170	8,670

Send comments to Susan G. Queen, Ph.D., HRSA Reports Clearance Officer, Room 14–45, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of notice.

Dated: January 23, 2004.

**Tina M. Cheatham,**

*Acting Director, Division of Policy Review and Coordination.*

[FR Doc. 04–1948 Filed 1–29–04; 8:45 am]

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Office of the Secretary**

[Document Identifier: OS–0990–TANF]

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

**AGENCY:** Office of the Secretary, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of proposed collections for public comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or

other forms of information technology to minimize the information collection burden.

**#1 Type of Information Collection**

*Request:* New Collection;

*Title of Information Collection:*

Survey of State and Local Contracting Officials on Contracting for Social Services Under Charitable Choice;

*Form/OMB No.:* OS–0990–TANF;

*Use:* This data collection will enable HHS to document the extent to which state and local contracting officials in the Temporary Assistance for Needy Families and Substance Abuse Prevention and Treatment programs understand and implement Federal Charitable Choice regulations governing the provisions of social services by faith-based organizations. The information will be collected via a mail survey of a total of 173 respondents at the state and local levels.

*Frequency:* One time;

*Affected Public:* State, local, or Tribal governments;

*Annual Number of Respondents:* 173;

*Total Annual Responses:* 173;

*Average Burden Per Response:* 30 to 90 minutes;

*Total Annual Hours:* 175;

**#2 Type of Information Collection**

*Request:* New collection;

*Title of Information Collection:*

Implementation of an Internet & Paper-based Uniform Data Set for OMH-funded Activities;

*Form/OMB No.:* OS–0990–OMH;

*Use:* Involves transitioning the developed paper-based UDS modules to the Web-based prototype; implementing among OMH-partners. Will be regular system for reporting program management and performance data for all OMH-funded activities.

*Frequency:* Quarterly;

*Affected Public:* Not-for-profit institutions and State, Local, or Tribal Government;

*Annual Number of Respondents:* 2,772;

*Total Annual Responses:* 2,772;

*Average Burden Per Response:* 15 minutes to 15 hours;

*Total Annual Hours:* 2,772;

To obtain copies of the supporting statement and any related forms for the proposed paperwork collections referenced above, access the HHS Web site address at <http://www.hhs.gov/oirm/infocollect/pending/> or e-mail your request, including your address, phone number, OMB number, and OS document identifier, to [Naomi.Cook@hhs.gov](mailto:Naomi.Cook@hhs.gov), or call the Reports Clearance Office on (202) 690–6162. Written comments and recommendations for the proposed information collections must be mailed within 30 days of this notice directly to the OMB Desk Officer at the address below: OMB Desk Officer: Brenda Aguilar, OMB Human Resources and Housing Branch, Attention: (OMB #0990–TANF/OMH), New Executive Office Building, Room 10235, Washington, DC 20503.

Dated: January 8, 2004.

**Robert Polson,**

*Office of the Secretary, Paperwork Reduction Act Reports Clearance Officer.*

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