

GENERAL SERVICES ADMINISTRATION

Privacy Act of 1974: Revision of a System of Records Notice

AGENCY: General Services
Administration

ACTION: Notice of an updated system of
records subject to the Privacy Act of
1974

SUMMARY: The General Services
Administration (GSA) is providing
notice of a revision to the record system,
Travel System (GSA/PPFM-3). The
system provides control over the
expenditure of funds for travel,
relocation, and related expenses. The
revision includes a new category of
records, credit data, as required by the
Consolidated Appropriations Act, 2005
(P.L. 108-447) and Office of
Management and Budget guidance. The
notice also updates authorities, includes
minor editing for clarification purposes,
and updates routine uses.

EFFECTIVE DATE: The system of records
will become effective without further
notice on November 17, 2005 unless
comments received on or before that
date result in a contrary determination.

FOR FURTHER INFORMATION CONTACT: The
GSA Privacy Act Officer. Telephone:
(202) 501-1452. Address: Office of the
Chief People Officer (C), General
Services Administration, 1800 F Street
NW, Washington DC 20405.

Dated: October 7, 2005

June V. Huber,

Director, Office of Information Management.

GSA/PPFM-3

SYSTEM NAME:

Travel System, GSA/PPFM-3.

SYSTEM LOCATION:

The system of records is located in the
General Services Administration (GSA)
Central Office service and staff offices
and administrative offices throughout
GSA.

PERSONS COVERED BY THE SYSTEM:

Current and former employees of GSA
and of commission, committees, and
small agencies serviced by GSA,
including persons other than full-time
employees authorized to travel on
Government business.

TYPE OF RECORD SYSTEM:

The system provides control over the
expenditure of funds for travel,
relocation, and related expenses.
Therefore, provisions are made to
authorize travel and relocation, provide

and account for advances, and to pay for
travel and relocation costs. The system
contains records that may include, but
are not limited to, name, Social Security
Number, date of birth, residence
address, dependent's names and ages,
duty stations, itinerary and credit data
in the form of credit scores (examples of
credit scores are FICO, an acronym for
Fair Isaac Corporation, a Beacon score,
etc.) or commercial and agency
investigative reports showing debtors'
assets, liabilities, income, expenses,
bankruptcy petitions, history of wage
garnishments, repossessed property, tax
liens, legal judgments on debts owed,
and financial delinquencies.

AUTHORITY FOR MAINTAINING THE SYSTEM:

5 U.S.C. 5701-5709, 5 U.S.C. 5721-
5739, and Section 639 of the
Consolidated Appropriations Act, 2005
(P.L. 108-447).

PURPOSE:

To assemble in one system
information supporting the day-to-day
operating needs associated with
managing the GSA travel and relocation
programs. The system includes an
automated information system and
supporting documents.

ROUTINE USES OF THE RECORD SYSTEM, INCLUDING TYPES OF USERS AND THEIR PURPOSES IN USING THE SYSTEM:

System information may be accessed
and used by authorized GSA employees
or contractors to conduct official duties
associated with the management and
operation of the travel and relocation
program. Information from this system
also may be disclosed as a routine use:

- a. In any legal proceeding, where
pertinent, to which GSA is a party
before a court or administrative body.
- b. To authorized officials engaged in
investigating or settling a grievance,
complaint, or appeal filed by an
individual who is the subject of the
record.
- c. To a Federal agency in connection
with the hiring or retention of an
employee; the issuance of a security
clearance; the reporting of an
investigation; the letting of a contract;
or the issuance of a grant, license, or other
benefit to the extent that the information
is relevant and necessary to a decision.
- d. To the Office of Personnel
Management (OPM), the Office of
Management and Budget (OMB), or the
Government Accountability Office
(GAO) when the information is required
for program evaluation purposes.
- e. To a Member of Congress or staff on
behalf of and at the request of the
individual who is the subject of the
record.

f. To an expert, consultant, or
contractor of GSA in the performance of
a Federal duty to which the information
is relevant.

g. To the National Archives and
Records Administration (NARA) for
records management purposes.

h. To the Office of Management and
Budget in connection with reviewing
private relief legislation at any stage of
the coordination and clearance process.

i. To banking institutions so that
travelers may receive travel
reimbursements by electronic funds
transfer (EFT).

j. To the Department of the Treasury
regarding overseas travel allowances
that are excluded from taxable income,
so that reports can be compiled and
submitted to the Congress.

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

Storage: Paper records are stored in
file folders, card files and cabinets;
magnetic tapes and cards are stored in
cabinets and storage libraries; and
computer records are stored within
computers and attached equipment.

RETRIEVAL:

Paper records are filed by name.
Electronic records are retrievable by
name, vendor number (an identifier
assigned by GSA to all payees,
including companies and individuals),
or Social Security Number.

SAFEGUARDS:

System records are safeguarded in
accordance with the requirements of the
Privacy Act, the Computer Security Act,
and OMB Circular A-130. Technical,
administrative, and personnel security
measures are implemented to ensure
confidentiality and integrity of the
system data stored, processed, and
transmitted. Paper records are stored in
secure cabinets or rooms. Electronic
records are protected by passwords and
other appropriate security measures.

DISPOSAL:

The agency disposes of the records as
described in the HB, GSA Records
Maintenance and Disposition System
(OAD P 1820.2A and CIO P 1820.1).

SYSTEM MANAGER AND ADDRESS:

Director, Financial Initiative Division
(BCD), Office of Finance, Office of the
Chief Financial Officer, General
Services Administration, 1800 F Street
NW, Washington DC, 20405.

NOTIFICATION PROCEDURE:

Employees may obtain information
about whether they are a part of this

system of records from the system manager at the above address.

RECORD REVIEW PROCEDURES:

Requests from individuals for access to their records should be addressed to the system manager.

PROCEDURE TO CONTEST A RECORD:

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

RECORD SOURCES:

The sources are individuals, other employees, supervisors, other agencies, management officials, and non-Federal sources such as private firms.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration on Aging

2005 White House Conference on Aging Policy Committee

AGENCY: Administration on Aging, HHS.

ACTION: Notice of meeting.

SUMMARY: Pursuant to Section 10(a) of the Federal Advisory Committee Act as amended (5 U.S.C. Appendix 2), notice is hereby given of the eighth Policy Committee meeting concerning planning for the 2005 White House Conference on Aging. The meeting will be open to the public, with attendance limited to space available. Individuals who plan to attend and need special assistance, such as sign language interpretation or other reasonable accommodations, should inform the contact person listed below in advance of the meeting. This notice is being published less than 15 days prior to the meeting due to scheduling problems.

DATES: The meeting will be held Tuesday, October 25, 2005, from 1 p.m. to 4 p.m.

ADDRESSES: The meeting will be held in the Atrium Ballroom at The Washington Court Hotel, 525 New Jersey Avenue, NW., Washington, DC 20001-1527.

FOR FURTHER INFORMATION CONTACT: Kim Butcher at (301) 443-2887, or e-mail at <http://www.Kim.Butcher@whcoa.gov>. Registration is not required. Seating is on a first come, first-served basis.

SUPPLEMENTARY INFORMATION: Pursuant to the Older Americans Act Amendments of 2000 (Pub. L. 106-501, November 2000), the Policy Committee will meet to finalize discussions and

planning, including a vote on the Annotated Agenda, for the 2005 WHCoA that will be held from December 11 through 14, 2005 at the Marriott Wardman Park Hotel in Washington, DC.

Dated: October 13, 2005.

Edwin L. Walker,

Deputy Assistant Secretary for Policy and Programs.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Centers for Disease Control and Prevention

Statement of Organization, Functions, and Delegations of Authority

Part C (Centers for Disease Control and Prevention) of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (45 FR 67772-76, dated October 14, 1980, and corrected at 45 FR 69296, October 20, 1980, as amended most recently at 70 FR 58431-32, dated October 6, 2005) is amended to reflect the reorganization of the National Immunization Program.

Section C-B, Organization and Functions, is hereby amended as follows:

Revise the functional statement for the *Office of the Director (CJ1), National Immunization Program Office (CJ)* by inserting after item (12) the following: (13) creates and executes information science and technology strategic plans to provide the Program with related services (e.g., hardware/software consultation, database development and management, etc.) and ensures compliance with CDC IT infrastructure and requirements.

Delete in their entirety the following titles and functional statements of the *National Immunization Program Office (CJ)*:

Data Management Division (CJ2)
Systems Operation and Design Activity (CJ2-2)

Immunization Registry Support Branch (CJ22)

Assessment Branch (CJ23)
Statistical Analysis Branch (CJ24)

Following the title and functional statement for the *Health Services Research and Evaluation Branch (CJ46)*, *Immunization Services Division (CJ4)*, insert the following:

Immunization Registry Support Branch (CJ47). (1) Provides quality assurance for each program study,

survey, and surveillance system evaluation of immunization registries at the state and local level to build an infrastructure to raise and sustain immunization coverage in children; (2) facilitates information flow among Program, divisions, grantees, professional organizations, and private contractors regarding immunization registry systems development through regular conference calls, clearinghouse function, up-to-date Web sites, and an annual national conference; (3) establishes complex health and technical functional specifications and standards for immunization registry systems developed by state and local health department personnel and commercial software developers to be used throughout public and private health delivery systems; (4) acts as a catalyst to build the political and professional will and legal environment to facilitate the development and implementation of immunization registries; (5) fosters evidence-based enhancements of immunization registries through on-site standardized evaluations and promoting research that identifies factors associated with system success and failure; (6) promotes the secure, automated exchange of immunization records between immunization registries by fostering consensus on, and implementation of, the required protocols and standards; (7) advocates for immunization registries in the development and maintenance of public health data models and participates in the development of such data models; and (8) formulates long-range plans and proposals for future systems modification, and facilitates the use of standards and expert guidance to assure national and international health information systems are responsive to agency and constituent needs.

Assessment Branch (CJ48). (1) Performs coding and editing, and arranges for data input either in-house or through an outside vendor; (2) collaborates with the National Center for Health Statistics, and other Centers as necessary, in the conduct of household probability surveys, random digit dialing surveys, and other types of surveys to measure immunization coverage; (3) collects, tabulates and analyzes immunization assessment data, including sample survey data, census counts at school entrance, monthly and/or quarterly vaccine administration reports, and the biologic reports from manufacturers; (4) designs sample surveys for epidemiologic investigations for childhood and adult vaccine-preventable diseases; (5) develops and maintains liaison with external groups