

members will be limited to the seating available. In this regard, entrance to the Department of State is controlled. Persons intending to attend the meetings should send a fax to (202) 647-7404 not later than 24 hours prior to the meeting date. On the fax please include the name of the meeting, your name, social security number, date of birth, and organization. One of the following valid photo identifications will be required for admittance: U.S. driver's license with your picture on it, U.S. passport, or a U.S. Government identification (company ID's are no longer accepted by Diplomatic Security). Enter from the 'C' Street Main Lobby.

Dated: December 22, 1998.

Michael V. McCabe,

Director for APEC & OECD, International Communications and Information Policy.

[FR Doc. 99-167 Filed 1-5-99; 8:45 am]

BILLING CODE 4710-45-P

DEPARTMENT OF STATE

[Public Notice 2953]

Privacy Act of 1974; Altered System of Records and Creation of a New System of Records

Notice is hereby given that the Department of State proposes to alter an existing system of records, STATE-47; and also proposes to create a new system of records, STATE-34, pursuant to the provisions of the Privacy Act of 1974, as amended (5 U.S.C. 522a (r)), and the Office of Management and Budget Circular No. A-130, Appendix I. The Department's report was filed with the Office of Management and Budget on December 23, 1998.

It is intended that the current system STATE-47 will retain the name "Senior Personnel Appointments Records." However, due to the expanded scope of the current system, the altered system description will include revisions and/or additions to each section except the location. The Department also proposes to implement a new system of records entitled "Records of the Office of White House Liaison." Changes to the existing system description and the creation of a new system of records are proposed in order to reflect more accurately the Bureau of Personnel's and the Office of White House Liaison's record-keeping systems for individuals who are pursuing non-career employment through the White House Liaison Office, and Presidential appointments through the Department of State.

Any persons interested in commenting on the altered system of

records or on the creation of the new system of records may do so by submitting comments in writing to Rosemary Melendy; Acting Chief; Programs and Policies Division; Office of IRM Programs and Services; Room 1512; Department of State; 2201 C Street, NW; Washington, DC 20520-1512. These systems of records will be effective 40 days from the date of publication, unless we receive comments that will result in a contrary determination.

The altered system description, "Senior Personnel Appointments Records, STATE-47" and the newly created system of records "Records of the Office of White House Liaison, STATE-34" will read as set forth below.

Dated: December 23, 1998.

Jerome F. Tolson,

Acting Assistant Secretary for the Bureau of Administration.

STATE-47

SYSTEM NAME:

Senior Personnel Appointments Records.

SECURITY CLASSIFICATION:

Unclassified.

SYSTEM LOCATION:

Department of State; 2201 C Street, NW; Washington, DC 20520.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Individuals—career members of the Foreign Service and non-career persons from outside the Department of State—who have been selected for a Presidential appointment or title. Appointments/titles include: Chiefs of mission, ranks and personal ranks of ambassador, principal officers of the Department of State, representatives and alternate representatives to the annual United Nations (UN) General Assembly and to the annual General Conference of the International Atomic Energy Agency. In addition, selectees who serve in Presidential appointed positions as representatives or alternate representatives on various UN boards and commissions such as the UN Human Rights Commission, the UN Commission on the Status of Women and UNICEF, and commissioners of the various international fisheries commissions are covered.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service); and 5 U.S.C. 301 (Management of the Department of State).

CATEGORIES OF RECORDS IN THE SYSTEM:

Appointment documents are maintained first in a working file and, once appointed, the individual's material is moved to a country or position file. At the completion of the appointment, the documents are moved to a name-retrievable file.

The files contain documents pertaining to an individual's Presidential appointment. Specifically, they include: Director General welcome/congratulatory letter; Candidate Information Summary; security clearance forms; a White House Personal Data Statement; Questionnaire for Sensitive Positions; Consumer Credit Check form; Financial Disclosure Report; Office of the Legal Adviser's certification of financial disclosure report; Congressional forms (Senate Foreign Relations Committee form, Federal Campaign Contribution Report); biographic summary; White House press release; agreement telegrams (if bilateral ambassadorial positions); memoranda to the Office of Legislative Affairs transmitting Congressional documents; copies of letters to home State Senators and to members of the Senate Foreign Relations Committee; nomination papers for the White House (transmittal memorandum, biographic summary, nomination, and a competence statement required under section 304(a)(4) of the Foreign Service Act); correspondence and/or e-mail exchanges with the individual regarding appointment processing; memoranda to the regional bureaus concerning selection and nomination; memoranda and appointment documents concerning federal employment for non-career selectees; resignation letters and responses from the President; official appointment notice prepared following Presidential attestation of an appointment; copies of memoranda, if applicable, concerning recall to the Foreign Service, waiver of the mandatory Foreign Service retirement age requirement, and termination of Chief of Mission services pursuant to section 401(b) of the Foreign Service Act.

Accreditation documents are maintained in the country files for bilateral and multilateral chiefs of mission. These documents consist of: A Presidential letter of responsibility, a Secretary of State administrative letter of instruction; copies of the Letters of Credence and Recall which are presented to the host government or secretariat of a multilateral organization.

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

The documents noted above that are contained in the appointment files are used for the clearance and appointment of an individual to a Presidential position/title. Specifically,

—The original of the White House Personal Data Statement is sent to the White House Counsel's office for processing. Originals of a Tax Check Waiver, Acknowledgment/Consent memorandum, a FBI name check form and a FBI full field security form when the appointment is at the Assistant Secretary-level or above, are also sent to the White House Counsel's office. (Copies of these security release forms are not maintained in the files of Presidential appointments requiring Senate confirmation). A copy of the Candidate Information Summary is sent to the White House Presidential Personnel Office and to the Department's White House Liaison Office.

—Security forms—Questionnaire for Sensitive Positions, and the Consumer Credit Check forms are sent to the Bureau of Diplomatic Security under cover of a memorandum requesting a security clearance. Original fingerprint charts (if appropriate) are also sent to the Bureau of Diplomatic Security where they are retained.

—The Ethics Division of the Office of the Legal Adviser reviews and certifies the financial disclosure documents to ensure that there is no conflict of interest. As part of the review and certification, that office also receives copies of the Personal Data Statement; the Senate Foreign Relations Committee form; and, if a chief of mission position, the Federal Campaign Contribution Report. In addition, it may be necessary to share this information with the Office of Government Ethics.

—Agreement telegrams document the initial request for a host government approval of a bilateral chief of mission and subsequent responses from overseas posts.

—Biographic summaries, cleared by appointees, are sent to the White House and the Senate Foreign Relations Committee.

—Nomination papers, including accreditation documents for bilateral chiefs of mission, are sent to the Office of the Executive Clerk in the White House who reviews the documents and obtains Presidential signature at the appropriate time. The nomination paper and the competence statement for chiefs of mission are sent to the U.S. Senate once White House final clearance is forthcoming.

—Congressional documentation is prepared and transmitted to the Office of Legislative Affairs and that office then submits the material to the U.S. Senate at the appropriate time.

—Memoranda sent to the regional bureaus serve as notification documents of the status of an appointment and transmit any needed appointment briefing materials.

—Official notification memoranda of an appointment are addressed to the appropriate Bureau Executive Director, with copies to various administrative and personnel offices in order to advise such offices of a Presidential appointment.

—The original letter of resignation of a Presidential appointee is sent under cover of a transmittal memorandum to the Office of White House Correspondence. That office sends back a Presidential response which is forwarded to the appointee.

—The original accreditation documents for a bilateral chief of mission are hand-carried to post by the chief of mission for presentation to the host government.

—Employment documents for non-career selectees are processed and forwarded to the appropriate offices in the Bureau of Personnel.

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

STORAGE:

Computer media and hard copy.

RETRIEVABILITY:

By individual name, country or position title.

SAFEGUARDS:

All employees of the Department of State have undergone a thorough security background 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. 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 specified information may be obtained by writing to the Director, Office of IRM Programs and Services; Room 1512; Department of State; 2201 C Street, NW; Washington, DC 20520-1512.

SYSTEM MANAGER(S) AND ADDRESS:

The Director General of the Foreign Service and Director of Personnel; Department of State; 2201 C Street, NW; Washington, DC 20520.

NOTIFICATION PROCEDURES:

Individuals who have reason to believe that the Bureau of Personnel's Presidential Appointments Staff Office might have records pertaining to themselves should write to the Director, Office of IRM Programs and Services (address above). The individual must specify that he/she wishes the Senior Personnel Appointments Records to be checked. At a minimum, the individuals must include: Name; date and place of birth; Social Security number; approximate dates of employment with the Department of State particularly the time during which the individual held a Presidential appointment or was in process for a Presidential appointment; current mailing address and zip code; and signature.

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 IRM Programs and Services (address above).

RECORD SOURCE CATEGORIES:

These records contain information obtained directly from the individual who is the subject of these records, the Bureau of Personnel, Office of the Legal Adviser, the Bureau of Diplomatic Security, U.S. embassies (in the case of *agreement* telegrams), and/or the White House.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

Pursuant to 5 U.S.C. 552a(k)(5), certain records in this system contain confidential source information and are exempted from 5 U.S.C. 522a(c)(3), (d), (e)(1), (e)(4)(G), (H) and (I), and (f). See Department of State Rules published in the **Federal Register**.

STATE-34

SYSTEM NAME:

Records of the Office of White House Liaison.

SECURITY CLASSIFICATION:

Classified and unclassified.

SYSTEM LOCATION:

Department of State; 2201 C Street, NW; Washington, DC 20520.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Candidates who are being or would like to be considered for non-career appointments within the Department of State including Presidential appointments requiring Senate confirmation, non-career Senior Executive Service, Schedule C and limited term non-career appointments. Individuals who have been selected for non-career appointments within the Department and who are at various stages of the employment approval and confirmation clearance processes. Individuals who currently hold a non-career position within the Department and some career ambassadors.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

22 U.S.C. 2651a (Organization of the Department of State); 22 U.S.C. 3921 (Management of the Foreign Service); 5 U.S.C. 301 (Management of the Department of State).

CATEGORIES OF RECORDS IN THE SYSTEM:

The files contain documents pertaining to an individual's prospective and/or confirmed Presidential appointment. Specifically, they include: Candidate Information Summary; Acknowledgement and Consent Regarding Intent to Appoint form; Declaration for Federal Employment (OF-306); Optional Application for Federal Employment (OF-612); and Public Financial Disclosure Report (SF-278), Confidential Financial Disclosure Report (OGE-450); Office of the Legal Adviser's Certification of Financial Disclosure Report; security clearance forms including Consent to FBI Investigation form, FBI Name Check Waiver form; White House Personal Data Statement; Questionnaire for Sensitive Positions (SF-86); Disclosure and Authorization pertaining to Consumer Reports pursuant to the Fair Credit Reporting Act form; IRS Tax Check Waiver form; Congressional forms (Senate Foreign Relations Committee questionnaire, competence statements for the Senate Foreign Relations Committee, Federal Campaign Contribution Report); memoranda to the Office of Legislative Affairs transmitting Congressional documents; letters of recommendation; biographic summary; White House draft press release; agreement telegrams (if bilateral

ambassadorial positions); employment documents for non-career selectees; correspondence, memoranda and/or e-mail exchanges relative to appointment processing, selection and nomination; transmittal correspondence from the private sector, other government agencies, and the Executive and Legislative branches of Federal government; official appointment notice prepared following Presidential attestation of an appointment; documents related to accretion of duties requests including requests for approval submitted to the White House and internal Department processing of the accretion of duties; position description; Foreign Service Residence and Dependency Report, Race and National Origin Identification, and resignation letters and responses from the President.

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

The information in the Records of the White House Liaison Office (WHLO) is used for the consideration, review, clearance and appointment of an individual to a Presidential position/title. Specifically,

—Background information such as resumes, applications, letters of recommendation and Congressional Committee documents are reviewed by WHLO, the Bureau of Personnel, and the Bureau of Legislative Affairs for consideration of an appointment; released to or discussed in consultation with Bureaus that have vacancies for which the individual is being considered, and when appropriate released to the White House Office of Presidential Personnel for approval/disapproval.

—Responses to letters of recommendation are sent to the individual offering the recommendation and correspondence are forwarded to the Bureau of Legislative Affairs for tracking purposes.

—Background information is also used by WHLO to draft documentation related to the appointment and in discussions with the candidate; it may be provided to the Bureau of Personnel to determine salary levels and to the appropriate Bureau Executive Office for assignment processing.

—Competency statements for the Senate Foreign Relations Committee are drafted by WHLO using the individual's resume and biographical information and once approved by the Bureau of Legislative Affairs, the statement is forwarded to the White House Office of Presidential Personnel.

—Security forms are provided to the Bureau of Diplomatic Security for appropriate processing.

—The Public Financial Disclosure Report and the Confidential Financial Disclosure Report are provided to the Department's Office of the Legal Adviser and to the Office of Government Ethics for a conflict of interest analysis.

—Information regarding the accretion of duties is given to the White House Office of Presidential Personnel for approval and to the Bureau of Personnel for processing.

—Press releases drafted by WHLO are forwarded to the White House Office of Presidential Personnel to be released to the press by the White House Press Office when appropriate.

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

Computer media and hard copy.

RETRIEVABILITY:

By individual name, country or position title.

SAFEGUARDS:

All employees of the Department of State have undergone a thorough security background 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. 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 specified information may be obtained by writing to the Director, Office of IRM Programs and Services; Room 1512; Department of State; 2201 C Street, NW; Washington, D.C. 20520-1512.

SYSTEM MANAGER(S) AND ADDRESS:

Senior Adviser to the Secretary and White House Liaison; Room 6311; Department of State; 2201 C Street, NW; Washington, DC 20520.

NOTIFICATION PROCEDURES:

Individuals who have reason to believe that the Office of the White House Liaison might have records pertaining to themselves should write to the Director, Office of IRM Programs and Services (address above). The individual must specify that he/she wishes the Records of the White House Liaison Office to be checked. At a minimum, the individuals must include: name; date and place of birth; Social Security number; approximate dates of employment with the Department of State particularly the time during which the individual was a candidate or held a non-career Presidential appointment; current mailing address and zip code; and signature.

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 IRM Programs and Services (address above).

RECORD SOURCE CATEGORIES:

These records contain information obtained directly from the individual who is the subject of these records; Office of the Legal Adviser; Bureau of Diplomatic Security; Bureau of Personnel; Bureau of Legislative Affairs; the White House Office of Presidential Personnel; and/or individuals who know or worked with the subject and may offer recommendations.

SYSTEM EXEMPTED FROM CERTAIN PROVISIONS OF THE PRIVACY ACT:

Pursuant to 5 U.S.C. 552a (k)(5), certain records in this system contain confidential source information and are exempted from 5 U.S.C. 522a(c)(3), (d), (e)(l), (e)(4)(G), (H) and (I), and (f). See Department of State Rules published in the **Federal Register**.

[FR Doc. 99-169 Filed 1-5-99; 8:45 am]

BILLING CODE 4710-05-P

DEPARTMENT OF THE TREASURY**Customs Service**

[T.D. 99-3]

Bonds; Approval To Use Authorized Facsimile Signatures and Seals

The use of facsimile signatures and seals on Customs bonds by the

following corporate surety has been approved effective January 11, 1999: Washington International Insurance Company. Authorized facsimile signatures on file for: James A. Carpenter, Attorney-in-Fact; Michael L. Host, Attorney-in-Fact.

The corporate surety has provided the Customs Service with copies of the signatures to be used, a copy of the corporate seal, and a certified copy of the corporate resolution agreeing to be bound by the facsimile signatures and seals. This approval is without prejudice to the surety's right to affix signatures seals manually.

Dated: December 29, 1998.

Larry L. Burton,

Acting Chief, Entry Procedures and Carriers Branch.

[FR Doc. 99-211 Filed 1-5-99; 8:45 am]

BILLING CODE 4820-02-P

DEPARTMENT OF THE TREASURY**Internal Revenue Service****Proposed Collection; Comment Request For Form 8867**

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, Public Law 104-13 (44 U.S.C. 3506(c)(2)(A)). Currently, the IRS is soliciting comments concerning Form 8867, Paid Preparer's Earned Income Credit Checklist.

DATES: Written comments should be received on or before March 8, 1999 to be assured of consideration.

ADDRESSES: Direct all written comments to Garrick R. Shear, Internal Revenue Service, room 5571, 1111 Constitution Avenue NW., Washington, DC 20224.

FOR FURTHER INFORMATION CONTACT: Requests for additional information or copies of the form and instructions should be directed to Carol Savage, (202) 622-3945, Internal Revenue Service, room 5569, 1111 Constitution Avenue NW., Washington, DC 20224.

SUPPLEMENTARY INFORMATION:

Title: Paid Preparer's Earned Income Credit Checklist.

OMB Number: 1545-1629.

Form Number: Form 8867.

Abstract: Form 8867 helps preparers meet the due diligence requirements of Internal Revenue Code section 6695(g), which was added by section 1085(a)(2) of the Taxpayer Relief Act of 1997. Paid preparers of Federal income tax returns or claims for refund involving the earned income credit (EIC) must meet the due diligence requirements in determining if the taxpayer is eligible for the EIC and the amount of the credit. Failure to do so could result in a \$100 penalty for each failure. Completion of Form 8867 is one of the due diligence requirements.

Current Actions: There are no changes being made to the form at this time.

Type of Review: Extension of a currently approved collection.

Affected Public: Business or other for-profit organizations.

Estimated Number of Responses: 8,368,447.

Estimated Time Per Response: 1 hour, 7 minutes.

Estimated Total Annual Burden Hours: 9,372,661.

The following paragraph applies to all of the collections of information covered by this notice:

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid OMB control number.

Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and tax return information are confidential, as required by 26 U.S.C. 6103.

Request for comments: Comments submitted in response to this notice will be summarized and/or included in the request for OMB approval. All comments will become a matter of public record. Comments are invited on: (a) whether the 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 collection of information; (c) ways to enhance the quality, utility, and clarity of the information to be collected; (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; and (e) estimates of capital or start-up costs and costs of operation, maintenance, and purchase of services to provide information.