

(n). However, the commenter expresses concern that operators with continuing violations are continuing to operate in Kentucky without permits or under different permits. The Secretary appreciates the commenter's concern. OSM will continue through oversight activities to identify such operations and take the necessary action to see that operators comply with the provisions of the approved State program.

No other comments were received in response to the proposed rulemaking published in the **Federal Register** dated May 24, 1984 (49 FR 21944).

Additional Determinations

1. *Compliance With the National Environmental Policy Act:* The Secretary has determined that, pursuant to section 702(d) of SMCRA, 30 U.S.C. 1292(d), no environmental impact statement need be prepared on this rulemaking.

2. *Executive Order No. 12291 and the Regulatory Flexibility Act:* On August 28, 1981, the Office of Management and Budget (OMB) granted OSM an exemption from sections 3, 4, 7, and 8 of Executive Order 12291 for actions directly related to approval or conditional approval of State regulatory programs. Therefore, this action is exempt from preparation of a Regulatory Impact Analysis and regulatory review by OMB.

The Department of the Interior has determined that this rule will not have a significant economic effect on a substantial number of small entities under the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*). This rule will not impose any new requirements; rather, it will insure that existing requirements established by SMCRA and the Federal rules will be met by the State.

3. *Paperwork Reduction Act:* This rule does not contain information collection requirements which require approval by the Office of Management and Budget under 44 U.S.C. 3507.

List of Subjects in 30 CFR Part 917

Coal mining, Intergovernmental relations, Surface mining, Underground mining.

Dated: August 15, 1984.

Garrey E. Carruthers,

Assistant Secretary, Land and Minerals Management.

PART 917—KENTUCKY

§ 917.11 [Amended]

1. 30 CFR 917.11 is amended by removing and reserving paragraphs (e), (f), (g) and (h). Paragraphs (m) and (n) are revised as follows.

(m) Termination of the approval found in 30 CFR 917.10 will be initiated unless Kentucky submits to the Secretary by October 31, 1984, copies of promulgated regulations amending 405 KAR 16:020 Section 4 to be no less effective than 30 CFR 816.102 (48 FR 23368, May 24, 1983 as amended at 48 FR 41734, September 16, 1983). Specifically, changes to the regulations must provide:

(1) Clarification that at all times the applicant for a reclamation deferral pursuant to KRS 350.093 section 2 has the burden of proof in establishing the need for such a deferral;

(2) Criteria that operators must meet in order to obtain such deferrals;

(3) A requirement that the applicant must demonstrate that: (i) Reclamation on the site is contemporaneous as of the date of the request for deferral; and (ii) the distance requirements of 405 KAR 16:020 section 2, regarding backfilling and grading requirements, will be met during the period of deferral; and

(4) Re-evaluation of the bond on all deferrals issued to assure sufficiency thereof.

Further, all deferrals previously issued will be re-evaluated on the basis of this condition; and in the interim, the State will meet the terms of this condition as a matter of policy.

(n)(1) Termination of the approval found in 30 CFR 917.10 will be initiated unless Kentucky submits to the Secretary by October 31, 1984, copies of promulgated regulations amending 405 KAR 7:020 section 1(86) to provide a definition of the term "principal shareholder" which is no less effective than 30 CFR 770.5.

(2) In the interim, the State shall require: (i) Reporting in a manner consistent with SMCRA section 507(b)(4), and (ii) corporate operators to amend their permit applications to include the identification of appropriate individuals.

2. 30 CFR 917.15 is amended by adding paragraph (h).

§ 917.15 Approval of Amendments to State Regulatory Program

* * * * *

(g) The following amendments are approved effective on August 22, 1984: Revisions to the Kentucky Revised Statutes (KRS) Chapter 350 as specified in Kentucky House Bill number 514 as follows: KRS 350.010; KRS 350.250 (1), (3), (4); KRS 350.032; KRS 350.093 (2); KRS 355.060(5)(g).

Authority: Pub. L. 95-87, Surface Mining Control and Reclamation Act of 1977 (30 U.S.C. 1201 *et seq.*)

[FR Doc. 84-22231 Filed 8-21-84; 8:45 am]

BILLING CODE 4310-05-M

POSTAL SERVICE

39 CFR Part 111

Domestic Mail Manual, Miscellaneous Amendments

AGENCY: Postal Service.

ACTION: Final rule.

SUMMARY: The Postal Service hereby describes the numerous miscellaneous revisions consolidated in the Transmittal Letter for Issue 15 of the Domestic Mail Manual (DMM), which is incorporated by reference in the **Federal Register**, 39 CFR 111.1. These revisions are primarily minor, editorial, or clarifying and have not previously been published in the **Federal Register**.

EFFECTIVE DATE: July 12, 1984.

FOR FURTHER INFORMATION CONTACT:

Fred Eggleston, (202) 245-4636.

SUPPLEMENTARY INFORMATION: The Domestic Mail Manual, which is incorporated by reference in the **Federal Register** (see 39 CFR 111.1) has been amended by the publication of a transmittal letter for issue 15, dated July 12, 1984. The text of all published changes is filed with the Director of the Federal Register. Subscribers to the Domestic Mail Manual receive these amendments automatically from the Government Printing Office.

Issue 15 contains all DMM revisions published between April 19, 1984 and July 12, 1984 (Postal Bulletins 21454 through 21466).

The following Summary of Changes section of the transmittal letter for issue 15 describes each of the changes made.

Summary of Changes

Major Revisions

1. *Zone Charts.* Section 122.71 and Exhibit 722.1 are revised to (1) reflect changes in zone charts based on the distance between 3-digit ZIP Code areas rather than sectional center facilities (SCFs) and (2) to update the ZIP Code areas served by bulk mail centers (BMCs) and auxiliary service facilities (ASFs) (PB 21462, 6-14-84).

2. *Second-Class Palletization.* Sections 467.211, 467.222, and 467.25 are modified and sections 467.242e and 467.342e are added to allow mailers of second-class publications entitled to newspaper treatment, as well as other second-class publications, to prepare

SDC pallets after all required 5-digit, 3-digit, and SCF pallets are prepared. Parts 467, 667, and 767 are further revised to allow publishers and their mailing agents to apply for authorization to bedload or palletize second-class publications (PB 21458, 5-17-84; PB 21461, 6-7-84; and PB 21462, 6-14-84).

Other Revisions

1. Section 111.2a is amended to reflect the change in responsibility for providing postal services to the Republic of the Marshall Islands (PB 21456, 5-3-84).

2. Section 113.8 is added to provide proper and fair handling of articles found in lobbies or public areas around a post office (PB 21461, 6-7-84).

3. Sections 115.21e and 115.91e are added to permit postal inspectors to reopen an inbound sealed mail article under certain conditions (PB 21462, 6-14-84).

4. Sections 115.21, 159.32, and 593 are amended to require immediate correction, at an E-COM site, of an E-COM message inserted into its envelope so that the delivery address is not visible through the envelope window (PB 21461, 6-7-84, and PB 21462, 6-14-84).

5. Exhibits 121.3a-f were inadvertently dropped in DMM Issue 14; they are reinserted.

6. Exhibit 125.2, including its footnotes, is revised to reflect changes in the restrictions applied to mail that is addressed to military post offices overseas (PB 21454, 4-19-84).

7. Section 137.2 is amended to allow officials of the executive and judicial branches of the Federal Government to use penalty mail stamps as a form of penalty mail indicia (PB 21460, 5-31-84).

8. Section 142.3 is modified and section 142.124 becomes 142.311 to explain the validity of postage stamps which carry service inscriptions, such as airmail and bulk rate stamps (PB 21466, 7-12-84).

9. Section 144.11 is revised to allow prepayment of metered reply postage on single piece, special fourth-class, and library rate mail (PB 21457, 5-10-84).

10. Section 144.37 is amended to allow the postage meter user and numeric files to be maintained in computer memory; section 147.252a(2) is amended to deal with refunds for unused meter stamps when the stamps are on a window envelope (PB 21458, 5-17-84).

11. Section 153.11g is revised to clarify the conditions governing the delivery, refusal, and return of short-paid mail (PB 21463, 6-21-84).

12. Section 423.11 has been changed to reflect the controlled circulation's

incorporation into second-class mail (PB 21464, 6-28-84).

13. Section 642.134 is revised because the provisions which allow mailers to obtain temporary authorization at additional offices to mail at the special bulk rates of postage have been extended until July 1, 1985 (PB 21456, 5-3-84).

14. Section 693e is amended to show the limitations of address correction for mail addressed with an exceptional address format (PB 21419, 9-1-83).

15. Section 724.222c is added to cover handling requirements for mailers preparing special fourth-class mail for palletization (PB 21456, 5-3-84).

16. Minor editorial and typographical changes have been made to 159.225; 362.31; 462.24c; Exhibit 464; 467.211; 467.232; Exhibit 482 e and f; and 767.535.

List of Subjects in 39 CFR Part 111

Postal service, Incorporation-by-reference.

PART 111—GENERAL INFORMATION ON POSTAL SERVICE

In consideration of the foregoing, 39 CFR 111.3 is amended by adding at the end thereof the following:

§ 111.3 Amendments to the Domestic Mail Manual

Transmittal letter for issue	Dated	"Federal Register" publication
15.....	July 12, 1984.....	49 FR (page number and date of publication).

(5 U.S.C. 552(a); 39 U.S.C. 401, 407, 408, 3001-3011, 3201-3218, 3403-3405, 3601, 3621; 42 U.S.C. 1973cc-13, 1973cc-14)

W. Allen Sanders,

Associate General Counsel, Office of General Law and Administration.

[FR Doc. 84-22257 Filed 8-21-84; 8:45 am]

BILLING CODE 7710-12-M

GENERAL SERVICES ADMINISTRATION

41 CFR Ch. 101

[FPMR Temp. Reg. A-25]

Travel and Transportation Expense Payment System Using Contractor-Issued Charge Cards, GTS Accounts, and Travelers Checks

AGENCY: Office of Federal Supply and Services, GSA.

ACTION: Temporary regulation.

SUMMARY: This temporary regulation prescribes policies and procedures for

the GSA Government travel and transportation expense payment system using contractor-issued charge cards, GTS accounts, and travelers checks and is needed to implement the payment system fully.

DATES: Effective date: August 22, 1984. Expiration date: This regulation expires one year from the date of publication in the Federal Register unless sooner superseded or canceled.

FOR FURTHER INFORMATION CONTACT: Mr. Charles T. Angelo, Director, Travel and Transportation Services Division (FTE), Office of Transportation FTS 557-1264/(703) 557-1264.

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. Therefore, a Regulatory Impact Analysis has not been prepared. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 101-40

Freight, Government property management, Moving of household goods, Office relocations, Transportation.

Authority: Sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c).

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of Subchapter A to read as follows:

July 6, 1984.

Federal Property Management Regulations; Temporary Regulation A-25

To: Heads of Federal agencies.

Subject: Travel and transportation expense payment system using contractor-issued charge cards, Government travel system (GTS) accounts, and travelers checks.

1. Purpose. This regulation prescribes policies and procedures for a travel and transportation expense payment system which provides for the use of General Services Administration (GSA) contractor-issued charge cards,

Government travel system (GTS) accounts, and travelers checks by Federal agencies and their travelers for the procurement of passenger transportation services, payment to commercial facilities for subsistence (lodging, meals, etc.) and miscellaneous travel and transportation expenses during official travel.

2. *Effective date.* This regulation is effective August 22, 1984.

3. *Expiration date.* This regulation expires 1 year from date of publication in the *Federal Register*, unless sooner superseded or canceled.

4. *Scope.* This regulation shall be used in conjunction with the Federal Travel Regulations (FTR), 41 CFR 101-7, and 41 CFR 101-41. Except as provided in this temporary regulation, all provisions of the FTR, 41 CFR 101-41, and related regulations (i.e., FPMR Temporary Regulation A-22, governing use of airline contract fares) continue in effect.

5. *Applicability.* This regulation applies to Federal agencies and departments, and employees, that have voluntarily agreed to participate in GSA's travel and transportation expense payment system using contractor-issued charge cards, GTS accounts, and travelers checks.

6. Background.

a. Under 41 CFR 101-41.203, Federal agencies normally use GTRs (SF 1169, U.S. Government Transportation Requests) to purchase passenger transportation services directly from a common carrier, through a commercial travel agent under contract to GSA, or through a Scheduled Airlines Traffic Office (SATO). Also, under the FTR, travelers are eligible for advances to pay for allowable travel expenses. Upon completion of the official travel, the employee submits a travel voucher to the agency finance office which reimburses the employee for authorized and allowable travel expenses.

b. GSA entered into a contract with Citicorp/Diners Club, Inc., to issue and maintain charge cards and establish GTS accounts. GSA also contracted with Citicorp for the issuance of travelers checks to be used by Federal employees to cover subsistence and other allowable travel and minor transportation expenses.

c. On October 1, 1983, agencies and their employees became eligible to participate in the charge card program described in b, above. Authority to deviate from 41 CFR 101-41.203 when procuring passenger transportation services was granted by the Administrator of General Services on August 4, 1983. (See 48 FR 36893.)

7. *Definitions.* For purposes of this regulation, certain terms used herein are defined as follows:

a. A "charge card" means a Citicorp/Diners Club charge card to be used by travelers of a participating agency to pay for passenger transportation services, to pay commercial facilities for subsistence expenses, and to pay other allowable travel and transportation expenses incurred in connection with official travel. The term includes an individual employee charge card only. The term does not include personal credit cards issued to employees based upon their own financial merit by any credit card or other company.

b. "Contractor" means The Diners Club, Inc.

c. "GTS account" means a Government Travel System account established by the Contractor at the request of a participating agency.

d. "Participating agency" means agencies and departments that volunteer to participate in GSA's travel and transportation expense payment system.

e. "SATO" means a Scheduled Airlines Traffic Office. SATOs are travel offices, staffed by scheduled airlines' personnel, that provide reservations, ticketing and related travel management services for official Government travelers.

f. "TMC" means a Travel Management Center. TMCs are commercial travel firms under contract to GSA that provide reservations, ticketing, and related travel management services for official travelers.

g. "Travelers checks" are Citicorp travelers checks.

8. *Travel and transportation expense program.* This GSA travel management program incorporates provisions for the following:

a. Individual employee charge cards used to pay for major travel and transportation expenses, i.e., passenger transportation tickets, vehicle rental charges, lodgings, meals, etc. (see par. 9);

b. GTS accounts used by designated agency offices only for the purchase of airline passenger tickets (see par. 12); and

c. Travelers checks (or cash) used for other expenses, i.e., laundry, parking, local transportation, tips, or official telephone calls (see par. 14).

9. Individual employee charge cards.

a. *Issuing charge cards.* Participating agencies shall determine and name employees who may be issued an individual employee charge card. The employees are requested to complete an employee card account application for agency approval and submission to the

Contractor. The charge card is issued directly to the employee in his or her name.

b. *Use of charge cards.* (1) The employee shall use charge cards issued under this program only for expenses incurred in conjunction with official travel. The employee shall use the charge card to pay for official travel expenses to the maximum extent possible. There is no preset expense limit on the charge cards. Although the employee is liable for payment of all charges incurred, the employee shall be reimbursed by his/her agency for all authorized and allowable travel and transportation expenses. However, employees are cautioned that charges in excess of authorized and allowable travel and transportation expenses, i.e., lodging and meal costs which exceed authorized amounts, are the financial responsibility of the employee and are not reimbursable. Use of the charge card does not relieve the employee of the responsibility to employ prudent travel practices and to observe rules and regulations governing official travel as set forth in the FTR and implementing agency regulations.

(2) The charge card may be used to pay for passenger transportation services (including services under contract fares offered by carriers under contract to GSA) at the transportation carrier's ticket counter, TMC, SATO or agency travel office, as appropriate, under the participating agency's policies and procedures. The charge card shall not be used to procure travel and transportation services from commercial travel agencies that are not under contract to the Government to provide such services to the Government traveler. Employees shall not use the charge card to procure transportation services directly from a carrier except as authorized under agency policies and procedures implementing the charge card program.

c. *Monthly Contractor bills and payments.* The contractor bills charges directly to the individual employee each month. Interest or late charges are not assessed by the contractor on the employee charge card billings. However, charges billed to the individual employee are due and payable in full within 25 calendar days of the billing date. Extended or partial payment is not permitted. Questions concerning billings or payments should be directed to the contractor at: 800-525-5289 or 303-799-6670.

d. *Travel voucher claims—(1) Preparing and submitting travel vouchers.* Upon completing official travel, the employee must prepare and

submit a travel voucher in the usual manner to be reimbursed under the FTR and agency policies and procedures, together with any required receipts, to the appropriate finance or paying office. The employee is reimbursed for authorized and allowable travel and transportation expenses. Participating agencies shall make every effort to process travel vouchers promptly.

(2) *Unused transportation tickets.* Unused or partially unused tickets purchased with individual Diners Club cards shall be returned to a TMC, SATO or carrier and a refund credit receipt obtained. Unused tickets that have been prepaid for pickup at the airport must be refunded by the airline upon whose ticket stock the ticket was issued. The employee may claim reimbursement on the travel voucher only for the cost of the tickets actually used. Refunds for unused tickets will be credited to the employee's account. The unused tickets shall NOT be submitted with the travel voucher.

(3) *Transportation charges and assignment of rights.* Use of charge cards for purchase of passenger transportation services is considered to be a cash purchase. Travel vouchers submitted for reimbursement of transportation purchased with charge cards must include a statement which assigns to the United States all rights which the traveler has in connection with recovery of overcharges from the carrier(s). This statement is preprinted on the SF 1012, Travel Voucher, and must be initialed by the employee when claiming reimbursement for transportation expenses. Employees using agency travel vouchers under approved exceptions to the SF 1012 must add this statement if it is not preprinted on the voucher.

10. *Charge card cancellation.* Charge cards may be canceled by the employee, the participating agency, or the contractor after consultation with and concurrence by the agency. In all cases, cancellation requests may be accomplished by telephone notification with subsequent written confirmation to the contractor. For accounts that are delinquent past 60 days, Diners Club, in consultation with the agency, may suspend charge card privileges until payment is made.

11. *Lost or stolen charge cards.* Neither the participating agency nor the employee is responsible for any charges incurred against a lost or stolen card; provided, the employee reports loss of the card to the contractor promptly under the terms of the cardmember agreement made when the charge card was issued. Employees may call the following telephone numbers 24 hours a

day to report lost or stolen Diners Club cards:

In the continental U.S. (toll free), 800-525-5289 or 800-525-9150

In Alaska, Canada, Hawaii, Puerto Rico, the Caribbean, and Colorado (collect), 303-779-6670

In metropolitan Denver, Colorado (call direct), 779-6670

12. *Participating agency GTS accounts.*

a. *Establishment.* Participating agencies may establish GTS accounts with the contractor for one or more designated offices within the agency to purchase airline tickets only, principally for groups or for infrequent travelers, i.e., employees not designated to receive individual cards. Agencies shall ensure that only authorized personnel use the accounts and that all tickets purchased are authorized. Charge cards are not issued for GTS accounts.

b. *Use of GTS accounts.* GTS accounts may be used only if agencies use a TMC, SATO, or agency travel office. They are intended principally to supplement the individual card, rather than be the sole means of purchasing airline tickets for all agency employees.

c. *Contractor billing and payment.* Consolidated contractor airline ticket charges accrued through use of GTS accounts shall be billed monthly to the agency's finance or paying office. Expenses billed monthly against GTS accounts are paid to the contractor. Monthly payment of charges incurred through the use of GTS accounts is subject to the provisions of the Prompt Payment Act of 1982, and charges billed to agency offices are due in full within 30 calendar days of the billing date.

d. *Travel voucher claims—(1) Preparation and submission of travel vouchers.* On completing official travel, the employee shall prepare and submit a travel voucher in the usual manner, together with any required receipts, to the finance or paying office, to be reimbursed.

(2) *Unused transportation tickets.* The employee shall submit any unused transportation tickets (wholly or partially unused) to the appropriate agency office, TMC, or SATO that furnished the airline ticket under a GTS account for agency credit. Each agency shall provide procedures to be followed by travelers when submitting documentation and justification relating to unused or downgraded passenger transportation services.

13. *Financial obligations/liability.*

a. *Employee.* Except for charges accrued against promptly reported lost or stolen charge cards, employees with charge cards are liable for all billed

charges. (See pars. 9b and 11.)

Government employees must pay their bills on time under section 206 of Executive Order 11222 (May 8, 1965) and Office of Personnel Management Regulations, 5 CFR 735.207. At the request of the contractor, Federal agencies and departments, without Government liability, may assist in collecting delinquent employee accounts after 60 calendar days.

b. *Government.* The Government assumes no liability for charges incurred on employee charge cards, nor is the Government liable for lost or stolen charge cards. The Government is liable only for authorized charges incurred in conjunction with official travel on GTS accounts.

14. *Travelers checks.* Travelers checks issued under this program are available to participating agencies in denominations of \$20, \$50, \$100, \$500, and \$1,000. Specific arrangements for issuing, shipping, and paying for bulk stocks of travelers checks are made during initial discussions between Citicorp and the participating agency.

15. *Lost or stolen travelers checks.* Lost or stolen travelers checks shall be reported promptly by telephone to Citicorp. Employees may call the following numbers 24 hours a day to report lost or stolen travelers checks and to obtain refund information:

Continental U.S., 800-645-6556
Outside continental U.S. (collect), 813-879-7701

16. *Establishing accounts.*

a. The contractor shall issue charge cards and establish GTS accounts only upon the request of authorized representatives of participating agencies. Interested offices within the participating agency shall contact their local administrative or travel office to initiate this program. Only the headquarters agency office, however, can approve participation in the program.

b. The contractor mails charge cards to authorized individuals or to requesting agency offices within 3 workdays of notifying the contractor.

17. *Additional agency guidance and information.*

a. *Purchasing passenger transportation.* (1) Passenger transportation services procured with contractor-issued charge cards under this payment system are not subject to the \$100 cash limitation, pursuant to the deviation from 41 CFR 41.203-2 authorized by the Administrator of General services. Any credit card other than the contractor-issued charge card, and all travelers checks used to

purchase passenger transportation services, shall be considered the equivalent of cash for the purposes of 41 CFR 41.203-2 which requires the approval of the participating agency, for emergency travel, or GSA, for non-emergency travel, when using cash to procure passenger transportation services in excess of \$100.

(2) The portion of the charge card application form, Optional Employee Data, Field 2, is to be used to record the standard Federal organization code(s) contained in the Department of Commerce/National Bureau of Standard publication, *Codes for the Identification of Federal and Federally-assisted Organizations* (FIPS PUB 95), dated December 23, 1982. Specific details concerning this requirement will be communicated by the contractor directly to each participating agency during the initial program implementation phase.

b. Submitting passenger ticketing information to GSA for audit.

(1) Travel vouchers containing reimbursable transportation charges purchased with contractor-issued charge cards shall not be considered transportation vouchers under 41 CFR 101-41.807.

(2) Passenger ticketing information is furnished directly by the Diners Club, Inc., to GSA's Office of Transportation Audits. It is used to identify and collect carrier overcharges.

c. Examination of payments and collection.

(1) A GSA notice of overcharge is mailed to the billing carrier when GSA finds that the carrier was overpaid for the services rendered.

(2) Carriers shall promptly refund overcharges identified by GSA as overcharges due the United States. Checks shall be made payable to the General Services Administration and mailed directly to General Services Administration (BWCA), Washington, DC 20405. Payment or credit to the contractor shall not be considered as proper payment of overcharge claims due the U.S. Government.

(3) Protests to notices of overcharge shall be handled and processed in accordance with 41 CFR 101-41.503.

(4) Collection of unrefunded overcharges owed to the U.S. Government shall be processed in accordance with 41 CFR 101-41.504.

(5) Debts collected by GSA based on audits of transportation accounts shall be deposited to miscellaneous receipts, U.S. Treasury.

(6) Claims against the United States related to the actions taken above must be processed under 41 CFR 101-41.6.

(7) Reconsideration and review of GSA transportation claim settlements must follow 41 CFR 101-41.7.

18. *Employee training.* Participating agencies shall ensure that each of their eligible employees is adequately trained in the use of the contractor-issued charge card or GTS account before allowing them to use either a charge card or use a GTS account.

19. *Agency participation.* Agencies or departments desiring to participate in this program should contact the Travel and Transportation Services Division, General Services Administration (FTE), Washington, DC 20406, telephone (703) 557-1264; FTS 557-1264.

20. *Effect on other directives.* GSA Bulletin FPMR A-85 is canceled.

21. *Comments and recommendations.* Comments and recommendations on using the travel and transportation expense payment system or on this regulation may be sent to: General Services Administration, Office of Federal Supply and Services (FT), Washington, DC 20406.

Ray Kline,
Acting Administrator of General Services.

[FR Doc. 84-22268 Filed 8-21-84; 8:45 am]

BILLING CODE 6820-24-M

National Archives and Records Service

41 CFR Part 101-11

[FPMR Amendment B-59]

Regulations Update

AGENCY: National Archives and Records Service, GSA.

ACTION: Final rule.

SUMMARY: The General Services Administration (GSA) is amending its regulations to update statutory and executive order citations, delete a reference to a defunct moratorium on the purchase of filing equipment, add the titles of two new General Records Schedules (GRS) and clarify several sections concerning application of the GRS and agency disposition schedules. This amendment clarifies that new or revised GRS items are mandatory unless NARS has previously approved a shorter retention period for the records of an individual agency. In such cases, the shorter retention period must be applied. This information was promulgated in GSA Temporary Regulation FPMR B-2, but was not previously included in the regulation. Interagency and internal agency reorganizations may cause confusion regarding the applicability of agency disposition schedules for records series affected by such changes. This amendment specifies that a schedule

cannot be used by an agency other than the one which developed it, and that if a particular office is specified on the SF 115, Request for Records Disposition Authority, it cannot be applied to records transferred to another office within the agency. The final change included in this amendment specified the information that must accompany requests to NARS for permission to retire unscheduled or contingent records to Federal records centers. In order to ensure agency commitments to scheduling unscheduled records, exceptions to retire such records will only be considered if accompanied by an acceptable SF 115, and volume and reference activity statistics. Requests to retire contingent records must include the series title, records schedule citation number, annual volume, periodic review interval for disposal, and justification.

EFFECTIVE DATE: August 22, 1984.

FOR FURTHER INFORMATION CONTACT: David F. Peterson, Assistant Archivist for Federal Records Centers (FTS or 202-724-1614).

SUPPLEMENTARY INFORMATION: The General Services Administration has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and the consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 101-11

Advisory committee, Archives and records, Classified information, Freedom of information, Government procurement, Government property management, Interagency reports, Micrographics, National Archives and Records Service, Privacy, Records and information management, Word processing.

PART 101-11—RECORDS MANAGEMENT

1. The authority citation for Part 101-11 reads as follows:

Authority: 44 U.S.C. 3301-3314; 44 U.S.C. 2101-2114, 2901-2909, 3101-3107

Subpart 101-11.1—Federal Records; General

2. Section 101-11.101-1 is revised to read as follows:

§ 101-11.101-1 Authority.

The regulations in this subpart are issued under the authority in the Records Disposal Act of 1943, as amended (44 U.S.C. Chapter 33) and the Federal Records Act of 1950, as amended (44 U.S.C. Chapters 21, 25, 29, and 31).

3. Section 101-11.101-3 is amended by revising paragraphs (a) and (b) to read as follows:

§ 101-11.101-3 Records defined.

(a) Section 1 of the Records Disposal Act (44 U.S.C. 3301) defines the term "records" for disposition purposes, to include "all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included."

(b) This definition also applies to the term "records" when used in the Federal Records Act of 1950 by virtue of section 511(a) thereof, as amended (44 U.S.C. 2901(1)).

4. Section 101-11.102-1 is revised to read as follows:

§ 101-11.102-1 Authority.

Section 506(b) of the Federal Records Act of 1950, as amended (44 U.S.C. 3102) requires the head of each Federal agency to establish and maintain an active, continuing program for the economical and efficient management of the records of the agency.

§ 101-11.102-2 [Amended]

5. Section 101-11.102-2 is amended by removing paragraph (d).

Subpart 101-11.4—Disposition of Federal Records

6. Section 101-11.404-1 is amended by revising paragraph (f) to read as follows:

§ 101-11.404-1 Comprehensive agency records disposition schedules.

(f) *Applicability.* (1) Records described by items marked "disposition not approved" or withdrawn may not be destroyed until a specific disposition has been approved by NARS.

(2) Disposition authority for items on approved SF 115s may be applied only by the organizational component of the agency identified on the SF 115, if such designation is made. If functions and records are transferred, the successor office must submit another SF 115 to schedule the records. Authority approved for items described in a functional format may be applied by any organizational component within the agency.

(3) Disposition authorizations approved for one agency may not be applied by another. Agencies that acquire records from another agency and/or continue creating the same series of records previously created by another agency through interagency reorganization must submit an SF 115 to NARS for disposition authorization for the records.

7. Section 101-11.404-2 is amended by revising paragraphs (a)(3), (a)(4), (a)(5) and (b) to read as follows:

§ 101-11.404-2 General Records Schedules.

(a) ***

(3) New items or changes in the disposition authorization for General Records Schedule records supersede approved agency schedules for the same series of records, unless the agency schedule provides for a shorter retention period. Agencies must not request authority to apply General Records Schedule authorizations (see § 101-11.404-1(a)(3)).

(4) Agencies may request authority to deviate from the disposition instructions in the General Records Schedules by submitting a SF 115 in accordance with § 101-11.406-3 accompanied by a justification in accordance with § 101-11.406-8.

(5) Provisions of the General Records Schedules may be applied to records in the custody of the Archivist of the United States at his or her discretion subject to the provisions of § 101-11.411-12.

(b) *Current schedules.* The following General Records Schedules governing the disposition of records common to several or all agencies were developed by the National Archives and Records Service following consultation with the Office of Personnel Management, and other appropriate agencies. They have been approved by the Archivist of the United States.

Schedule Number and Type of Records Governed:

1. Civilian Personnel Records.
2. Payrolling and Pay Administration Records.
3. Procurement, Supply, and Grant Records.
4. Property Disposal Records.
5. Budget Preparation, Presentation, and Apportionment Records.
6. Accountable Officers' Accounts Records.
7. Expenditure Accounting Records.
8. Stores, Plant, and Cost Accounting Records.
9. Travel and Transportation Records.
10. Motor Vehicle Maintenance and Operation Records.
11. Space and Maintenance Records.
12. Communications Records.
13. Printing, Binding, Duplication, and Distribution Records.
14. Informational Services Records.
15. Housing Records.
16. Administrative Management Records.
17. Cartographic, Remote Sensing Imagery, and Related Records.
18. Security and Protective Service Records.
19. Research and Development Records.
20. Machine-Readable Records.
21. Audiovisual Records.
22. Design and Construction Drawings and Related Records.
23. Records Common to Most Offices.
24. Temporary Commissions, Committee, and Boards Records.

8. Section 101-11.406-9 is amended by revising paragraph (b) to read as follows:

§ 101-11.406-9 Methods of disposal.

(a) ***

(b) Sale or salvage. Paper records to be disposed of normally must be sold as wastepaper. If the records are defense classified, their disposal is governed by Executive Order 12356. If the records are restricted; that is, if laws or regulations forbid their use by the public, the wastepaper contractor must be required to pulp, macerate, or shred the records and a Federal employee must witness the disposal. The contract for sale must prohibit the resale of all other records

for use as records or documents. Records other than paper records (film and plastic recording, etc.) may be salvaged or sold in the same manner and under the same conditions as paper records. All sales must be in accordance with the established procedures for the sale of surplus personal property. (See Part 101-45, Sale, Abandonment, or Destruction of Personal Property.)

9. Section 101-11.410-2 is amended by revising paragraph (a)(1) to read as follows:

§ 101-11.410-2 Procedures for transfers to Federal records centers.

(a) * * *

(1) The records are properly scheduled. If the records are not scheduled, or if the records are scheduled for final disposition after the occurrence of an event at some unspecified future time (contingent), an exception to this regulation must be obtained by submitting a request, in writing, to the General Services Administration (NC), Washington, DC 20408.

(i) Requests for exceptions for unscheduled records will be considered only if accompanied by an SF 115. The request must include information on the volume of the records and the anticipated reference activity.

(ii) Requests for exceptions for contingent records must include the series title, records disposition schedule and item numbers, approximate volume accumulated annually, periodic review interval for disposal and justification for retirement to a Federal records center.

Dated: July 6, 1984.

Ray Kline,
Acting Administrator of General Services.

[FR Doc. 84-22267 Filed 8-21-84; 8:45 am]

BILLING CODE 6520-26-M

41 CFR Part 105-61

[ADM 7900.2 CHGE 24]

Public Use of Archives and FRC Records

AGENCY: National Archives and Records Service, GSA.

ACTION: Final rule.

SUMMARY: This rule changes procedures for using microfilm records and clarifies those for using agency records stored in Federal records centers. Present procedures for using microfilm reading rooms are a burden to both the National Archives and to researchers. The current regulation does not tell how to

obtain access to records in Federal records centers not yet transferred to the National Archives. These changes simplify procedures for researchers who wish to use only microfilm reading rooms and help those who wish to use non-accessioned records.

EFFECTIVE DATE: This regulation is effective August 22, 1984.

FOR FURTHER INFORMATION CONTACT: Mary Ann Wallace (202-523-3081).

SUPPLEMENTARY INFORMATION: This regulation was published as a proposed rule July 19, 1983 (48 FR 32838). One agency questioned the procedures for using records stored at Federal records centers. The language in § 105-61.101-3(f) is revised to clarify that NARS will inform researchers of procedures to obtain access to the material. The General Services Administration has determined that this rule is not a major rule for the purposes of Executive Order 12291 of February 17, 1981, because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. The General Services Administration has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

List of Subjects in 41 CFR Part 105-61

Archives and records, Researcher identification cards, Research room conduct, Classified information, Freedom of information, Government property management, Privacy.

For reasons set forth in the preamble, 41 CFR Part 105-61 is amended as follows:

PART 105-61—PUBLIC USE OF RECORDS, DONATED HISTORICAL MATERIAL, AND FACILITIES AT THE NATIONAL ARCHIVES AND RECORDS SERVICE

1. The authority citation for 41 CFR Part 105-61 reads as follows:

Authority: Sec. 205(c), 63 Stat. 390 (40 U.S.C. 486(c)).

2. The table of contents for Part 105-61 is amended by revising one entry and adding another as follows:

105-61.101-3 Research procedures.
105-61.102a Restrictions on using microfilm readers.

3. Section 105-61.001-1 is revised to read as follows:

§ 105-61.001-1 Records.

"Records" means records, or microfilm copies of records, transferred to the National Archives and Records Service under 44 U.S.C. 2103, 3103; namely archives and Federal records center records as the terms are defined in § 105-61.001. The term "records" does not include current operating records of the National Archives and Records Service, the public availability of which is governed by Part 105-60, or donated historical materials, as defined in this part.

4. Section 105-61.101-2 is amended by revising paragraph (a) as follows:

§ 105-61.101-2 Location of records and hours of use.

(a) Researchers should identify the location of the records needed. Inquiries may be addressed to the General Services Administration (NNIR), Washington, DC 20408.

5. Sections 105-61.101-3 and 105-61.101-4 are revised as follows:

§ 105-61.101-3 Research procedures.

(a) Before applying to use records, the researcher should ask the depository holding them whether the records are available, whether there are enough records to warrant a visit, or whether copies would be more practical.

(b) Researchers must apply in person at the depository that has custody of the records.

(c) Researchers who wish to use paper records (not on microfilm) in a depository where the microfilm research room is separate from textual research rooms, must register and provide the information needed to decide which records can be made available. Applicants must have proper identification. If applying for access to large quantities of records or to records that are especially fragile or valuable, the researcher must furnish a letter of reference or introduction when requested. An identification card is issued to each person whose application is approved under § 105-61.101-4.

(d) Researchers using only microfilm, where the microfilm research room is separate from textual research rooms, are not issued an identification card but must register as described in § 105-61.102-1.

(e) In addition to the procedures in this section, researchers desiring to use archives that contain national security classified information must follow procedures in § 105-61.104.

(f) The legal custody and control over access to records that are in the physical custody of the records centers, but not yet accessioned into the National Archives of the United States, remains with the agency. NARS informs researchers of the procedures required to obtain access.

§ 105-61.101-4 Researcher identification card.

An identification card is issued to each person whose application is approved to use records other than microfilm. The card is valid at each depository (except the Presidential libraries which issue cards valid only at the issuing library) for 2 years, but it may be renewed upon application. Cards are not transferable and must be produced if requested by a guard or research room attendant.

6. Sections 105-61.102 through 105-61.102-2 are revised as follows:

§ 105-61.102 Research room rules.

§ 105-61.102-1 Registration.

Researchers must register each day they enter a research facility, furnishing the information asked for on the registration form and may be asked to provide additional personal identification.

§ 105-61.102-2 Researcher's responsibility for records.

(a) The research room attendant may limit the quantity of records delivered to a researcher at one time. If requested, a researcher must sign for the records received. The researcher is responsible for all records delivered to him/her until he/she returns them. When the researcher is finished using the records, the records should be returned to the research room attendant. The reference service slip that accompanies records to the research room must not be removed. If requested, the researcher must return records as much as 10 minutes before closing time. Before leaving a research room, even for a short time, a researcher must notify the research room attendant and place all records in their proper containers.

(b) Most microfilm is available on a self-service basis. Research room attendants can assist researchers in identifying which roll(s) of film contains the information of interest, but the researcher is responsible for locating the roll(s). Unless otherwise directed, the researcher is limited to one roll at a time. After using each roll, the researcher must place the roll on top of the cabinet from which it was removed, unless instructed otherwise.

7. Section 105-61.102-2a is added to read as follows:

§ 105-61.102-2a Restrictions on using microfilm readers.

If many researchers need to use the microfilm readers, individual use may be limited to 2 hours per day. Other procedures to ensure fair use of the readers may also be instituted by the facility (also called the director). The procedures can be enforced on orders from the director.

8. Sections 105-61.102-3 and 105-61.102-4 are revised to read as follows:

§ 105-61.102-3 Prevention of damage to records.

Researchers must exercise all possible care to prevent damage to records, and may not use them at a desk where there is a container of liquid or where a fountain pen is being used. Records must not be leaned on, written on, folded anew, traced, or handled in any way likely to cause damage. Records will be fastened with paper clips or rubber bands only if they cannot be otherwise identified for reproduction. Microfilm must be carefully removed from and returned to the proper microfilm boxes. Care must be taken loading and unloading microfilm from microfilm readers. Damaged microfilm must be reported to the research room attendant as soon as it is discovered. Exceptionally valuable or fragile records may be used only under the conditions specified by the research room attendant.

§ 105-61.102-4 Removal or mutilation of records.

Researchers may not remove records from a research room. Removing or mutilating records is forbidden by law and is punishable by fine or imprisonment or both (18 U.S.C. 2071). Researchers must check personal belongings, including briefcases, folders, coats, newspapers, or containers of any kind before entering a research room. Upon leaving, researchers must present for examination any article that could contain records. To ensure that records are not unlawfully removed or mutilated, the director may issue and post at the entrance to the research room instructions supplementing the rules in § 105-61.102.

9. Section 105-61.102-5 is amended by revising paragraph (b) to read as follows:

§ 105-61.102-5 Conduct.

* * *

(b) *Revocation of a researcher identification card.* If researchers who receive researcher identification cards refuse to comply with the rules and regulations of a NARS facility, or by their actions demonstrate that they

present a danger to the records or a danger or annoyance to other researchers or employees, they may have their identification cards revoked by the director. A researcher whose card is revoked is denied research privileges at all NARS facilities and must receive a written notice of the reasons for the revocation within 3 workdays. A researcher whose identification card is revoked has 30 calendar days after the revocation to appeal in writing to the Archivist of the United States, General Services Administration (N), Washington, DC 20408, for reinstatement of research privileges. On receiving an appeal, the Archivist of the United States has 30 days to decide whether or not to reinstate the research privileges. If the revocation is upheld or if no appeal is made, the researcher may not apply for another identification card for 6 months from the date of the revocation, and all NARS facilities will be so notified. At the end of 6 months, a researcher whose identification card was revoked may reapply for a new card. Upon application, a new identification card is issued for a probationary period of 2 months. However, if the probationary reinstatement of a researcher poses a serious threat to the safety of persons or property, the director may deny probationary reinstatement and will so advise the applicant in writing within 3 workdays of receiving the application. At the end of the probationary period the researcher may apply for a new identification card valid for 2 years. If the researcher's conduct in NARS facilities during the probationary period is proper, a regular 2-year identification card is issued. If the researcher's conduct during the probationary period is found unsatisfactory or if the director denies reinstatement, research privileges will again be denied for 6 months. A second and any later revocation of research privileges may be appealed to the Archivist of the United States under the procedures in this section.

10. Section 105-61.102-6 is revised to read as follows:

§ 105-61.102-6 Keeping records in order.

A researcher must keep unbound records in the order in which they are delivered to him/her. Records that appear to be in disorder must not be rearranged by the researcher, but should be referred to the research room attendant. Researchers are not allowed to remove records from more than one container at a time. Researchers should bring to the attention of the research

room attendant microfilm put in the wrong box or file cabinet.

Dated: July 18, 1984.

Robert M. Warner,

Archivist of the United States.

[FR Doc. 84-22270 Filed 8-21-84; 8:45 am]

BILLING CODE 6820-26-M

DEPARTMENT OF THE INTERIOR

Bureau of Land Management

43 CFR Public Land Order 6563

[C-16379]

Withdrawal of Public Land for Sand Canyon Archeological Site; Colorado

AGENCY: Bureau of Land Management, Interior.

ACTION: Public Land Order.

SUMMARY: This order withdraws 4,886.24 acres of public land from surface entry and mining for protection of archeological values for a period of 20 years. The lands have been and will remain open to mineral leasing.

EFFECTIVE DATE: August 22, 1984.

FOR FURTHER INFORMATION CONTACT:

Richard D. Tate, Colorado State Office, 303-837-2535.

By virtue of the authority vested in the Secretary of the Interior by Section 204 of the Federal Land Policy and Management Act of 1976, 90 Stat. 2751; 43 U.S.C. 1714, it is ordered as follows:

1. Subject to valid existing rights, the following described lands, which are under the jurisdiction of the Secretary of the Interior, are hereby withdrawn from settlement, sale, location, or entry under all of the general land laws, including the mining laws, 30 U.S.C. Ch. 2, as a Bureau of Land Management protective withdrawal.

New Mexico Principal Meridian

T. 36 N., R. 17 W.,

Sec. 30, lots 1, 2, 3, 4, and E½W½.

T. 36 N., R. 18 W.,

Sec. 12, N½NE¼, SW¼NE¼, S½NW¼, SW¼, and W½SE¼;

Sec. 13, W½E½, and W½;

Sec. 14, S½SW¼, and SE¼;

Sec. 15, S½SE¼;

Sec. 22, NE¼, E½W½, S½SE¼, NE¼ SE¼;

Sec. 23;

Sec. 24, W½E½, and W½;

Sec. 25;

Sec. 26, N½, N½SW¼, and SE¼;

Sec. 27, E½, and E½W½;

Sec. 36, N½NE¼.

The area described aggregates 4,886.24

acres in Montezuma County.

This order does not affect NW¼SE¼, sec. 22, T. 36 N., R. 18 W., which remains withdrawn by Public Land Order 3843.

2. The withdrawal made by this order does not alter the applicability of those public land laws governing the use of the land under lease, license, or permit, or governing the disposal of its mineral or vegetative resources other than under the mining laws. This withdrawal does not affect the oil and gas leases which presently exist on this site.

3. This withdrawal will expire 20 years from the effective date of this order unless, as a result of a review conducted before the expiration date pursuant to Section 204(f) of the Federal Land Policy and Management Act of 1976, 43 U.S.C. 1714(f), the Secretary determines that the withdrawal shall be extended.

Inquiries concerning these lands shall be addressed to the Chief, Branch of Lands and Minerals Operations, Bureau of Land Management, 1037-20th Street, Denver, Colorado 80202.

Dated: August 13, 1984.

Garrey E. Carruthers,

Assistant Secretary of the Interior.

[FR Doc. 84-22302 Filed 8-21-84; 8:45 am]

BILLING CODE 4310-84-M

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of Child Support Enforcement

45 CFR Parts 302, 303, 304 and 307

Child Support Enforcement Program; Computerized Support Enforcement Systems

AGENCY: Office of Child Support Enforcement (OCSE), HHS.

ACTION: Final rule.

SUMMARY: Interim final rules published in the Federal Register on September 30, 1981 amended OCSE regulations at 45 CFR Parts 302, 303, and 304 to implement the new computerized child support enforcement system (CSES) provisions in section 405 of Pub. L. 96-265. The amendments to Part 304 increased Federal financial participation (FFP) to 90 percent for the costs of developing and enhancing certain approved CSESs. They also specified when FFP is available at the 75 percent rate (now 70 percent rate) for CSESs. The amendments to Part 302 added a new State plan requirement which a CSES must meet in order to be eligible for Federal matching at the 90 percent rate. In addition, the regulations amended Part 303 as follows: they specified criteria OCSE must determine exist prior to approving an advance planning document (APD) for a system funded at 90 percent FFP; they specified that

approved CSESs funded at the 90 percent rate must be reviewed and evaluated by OCSE on a continuous basis; and they specified the conditions under which OCSE would suspend approval of APDs for these systems. This document makes changes to those interim final rules in response to the comments received and reorganizes and redesignates most of the regulations as a new 45 CFR Part 307. OCSE has also made several changes to the regulations as part of a Department-wide effort to simplify and make consistent the regulations that govern the availability of FFP for automated data processing systems.

Please note that the provisions of these regulations concerning Federal funding at the 90 percent rate for costs of hardware are effective through September 30, 1984. Effective October 1, 1984, the Child Support Enforcement Amendments of 1984 change section 455(a)(1)(B) of the Act to provide 90 percent Federal funding for the full cost of hardware components of a child support enforcement system. Separate regulations will be issued to implement the new provision.

EFFECTIVE DATE: August 22, 1984.

FOR FURTHER INFORMATION CONTACT:

Michael P. Fitzgerald, (301) 443-5350.

SUPPLEMENTARY INFORMATION:

Statutory Requirements

Section 405 of Pub. L. 96-265 amends title IV-D of the Social Security Act (the Act) regarding CSESs. First, the amendment adds paragraph 455(a)(3) to the Act which requires the Secretary to provide Federal funding at the 90 percent rate for costs attributable to the planning, design, development, installation or enhancement of an automatic data processing and information retrieval system that meets the requirements in paragraph 454(16), also added to the Act. The new paragraph 454(16) provides States with the option to amend their state plans to establish, in accordance with an APD approved under section 452(d) of the Act, a system that meets certain specified requirements. The new paragraph 452(d)(1) of the Act specifies criteria and requirements that an APD must satisfy in order for the Secretary to approve a CSES for Federal matching at 90 percent. The new paragraph 452(d)(2)(A) of the Act requires OCSE to review the development and operation of CSESs funded at 90 percent FFP to determine whether they conform to the approved APDs and the conditions for an approvable system specified in paragraph 454(16) of the Act. The new