

FEB 26 1974

Mr. Rudolf E. Palluck
Senior Vice President
First National Bank of Chicago
Chicago, Illinois 60670

Dear Mr. Palluck,

Mr. Whitehead and I greatly appreciated the opportunity for discussions with people at the First National Bank on February 15th. The group assembled by Mr. Burns covered the spectrum of our interests and concerns in a thorough and competent manner.

Please express our thanks to all. If I can be of any assistance to you or your staff at any time please don't hesitate to call.

Sincerely,

Signed

Charles C. Joyce, Jr.

cc: DO Records
DO Chron
Mr. Whitehead ✓
GVTCOMM Subject File -
GVTCOMM Chron File

CCJoyce/bss/2-26-74

THE FIRST NATIONAL BANK OF CHICAGO

JOHN T. BORMAN / VICE PRESIDENT
BANKAMERICARD / RETAIL BANKING DEPARTMENT

February 20, 1974

Dr. Clay T. Whitehead, Director
Office of Telecommunications Policy
Executive Office of the President
Washington, D.C. 20504

Dear Dr. Whitehead:

During our meeting in the First National Bank on Friday, February 15, you asked me to identify the proposed rate increase by American Telephone and Telegraph that modifies the rate structure for interstate voice grade private line services. The application would significantly affect FCC Tariff 260, relating to the provision of voice grade private line services, series 2000 and 3000.

The application made by AT&T would represent a major departure from the present nationwide average pricing. It would lower the mileage charge between rate centers designated as "High Density" and increase the mileage charge for rate centers designated as "Low Density". Out of approximately 25,000 rate centers in the United States, 370 have been designated as "High Density".

AT&T maintains that the reason they seek such a change is to allow them to be competitive in the selected routes being offered by specialized common carriers.

Although we feel that American Telephone and Telegraph should be allowed to compete with the specialized common carriers on interstate mileage rates, it is apparent that AT&T is attempting to go beyond the cost of their interstate mileage. AT&T is asking for a substantial increase in the charge for serving stations within a city. We believe that the reason for this increase is to further reduce the mileage charges for competitive purposes. Whereas, companies that have or plan to have a large number of terminals located in a city are not significantly affected by mileage rates they are greatly affected by station charges.

Since we have an interest in the point-of-sale market, we are opposed to the application on the basis that AT&T is increasing their rates to service a station within a city from \$15.00 for

the first terminal in a rate center and \$10.00 for each additional to a flat charge of \$25.00 for each station. The fact that AT&T is allowed to compete with the specialized common carriers on a mileage basis should not alter the rate to serve a station within a rate center.

It is evident by AT&T's own application that the \$25.00 charge is established as a method of reducing the mileage charge on long haul circuits (over 25 miles long) due to the fact that their application requests only a \$15.00 station terminal charge for a short haul circuit (under 25 miles).

The cost to serve a station within a city is not dependent on the destination of that circuit once it leaves the serving city.

A consultant we use states the following:

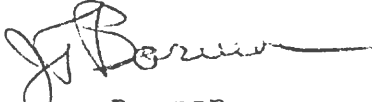
"There is a policy dispute called the High-Low Rate Question between AT&T and its competitors, primarily MCI and Datran. AT&T contends that these two competitors are going to service only the high traffic routes connecting the top dozen population centers in the country and that it should be permitted to lower its tariffs and rates for private line service here, to meet the competition and because the economies of scale on the high traffic routes permit lower rates. Conversely for political clout, it says though it will meet the competitors on high traffic routes with lower costs, it will on the system as a whole, have to raise the per mile charge on the low traffic routes, i.e., the rest of the country outside these dozen cities. This is a public policy and regulatory argument with political overtones and the FCC is in the middle of it. So far, it has been siding with giving licenses to Datran and MCI to encourage competition."

"Unrelated to this issue, but using it as a smoke screen as NDC pointed out, AT&T is asking for lower drop or termination charges. This is not the mileage or distance costs but a limitation on the number of drops or terminals that any one line can service, as well as, increasing the price of each such drop or bridging point. For short lines with many drop points, such as private line authorization systems, these higher drop charges add up much faster and higher as the mileage charges increase."

"As far as BankAmericard is concerned, you might watch with more concern the present trend towards raising the number of hours and counting the connect time on in-WATS lines. This

will have a much more major impact on credit cards than the private lines tariff NDC cited. It is an AT&T policy to move in this direction and we already had our notice here in New England with a new in-WATS Tariff filing, a copy of which is attached. This one is real and more important, in my mind."

Sincerely yours,



J. T. Borman
Vice President
BankAmericard Division

JTB/ad

enc.



**New England
Telephone**

185 Franklin Street
Boston, Massachusetts 02107
Phone (617) 743-9800

January 15, 1974

Dear Customer:

The American Telephone & Telegraph Company (AT&T) has filed Tariff revisions for Interstate Wide Area Telecommunications Service (WATS) with The Federal Communications Commission to become effective on March 16, 1974. These Tariff revisions will affect Interstate WATS rates charged by the Bell System Companies and by Independent Telephone Companies.

The revised WATS rates are designed to maintain substantially the same overall level of revenues during 1974 as would have been realized if the changes had not been made. The purpose of the Tariff revisions is to achieve improvements in the WATS structure needed to ensure that the Telephone Companies will be able to meet both the present and the anticipated requirements of our customers in a satisfactory manner, while better reflecting costs. Revisions are being made now so that the new, emerging and expanding uses of the service can go forward, with WATS customers in a position to take full account of the changes in their planning.

The principal Tariff revisions now being filed are as follows:

1. Alignment of the rates for WATS Measured Time Service more closely with current message telecommunications service dial station-to-station rates by: (A) increasing the initial period and additional period rates in the low mileage rate steps and (B) reducing the initial period and additional period rates in the medium and high mileage rate steps.
2. Change the name of Full Time Service to Full Business Day Service and introduction of a time related element, reflecting costs, in the Full Time rate structure by adding additional period rates for usage in excess of 240 hours per month. The additional period rates for usage above 240 hours are set at a level of two thirds of the equivalent hourly rate for the initial period.

Received 10 Jan 74

3. Alignment of the rates for Full Business Day Service with Measured Time Service by increasing the initial period rates in the low and medium mileage rate steps and reducing the initial period rates in the high mileage rate steps.
4. Establishment of additional charges for large volumes of completed calls when the average length of conversation is less than one minute.
5. Provision of two physical terminations for Inward WATS. The first Inward Service in each group arranged for either Measured Time or Full Business Day to a service area will require two physical terminations. The usage of the dual terminations will be rated as one service. This change is being delayed six months in order to allow customers an opportunity to re-evaluate their communications requirements and prepare related plans.
6. Decrease the number of service areas to five, by combining existing service areas 5 and 6.
7. Increase non-recurring charges for installations and moves, to levels consistent with those applicable for Private Line Voice Grade Services. The effective date for the application of these changes is to be delayed six months to allow customers an opportunity to analyze the effects of the new service structure and rate levels and modify their communications requirements as they deem appropriate. Non-recurring charges for suspension of service, maintenance of service and for adjustment of signal power are also increased.
8. Establishment of a "Conversion Charge" applicable to customer requested changes in class of service, service area, or telephone number assignment subsequent to the initial service installation. The effective date of this change is to be delayed six months to allow customers an opportunity to analyze the effects of the new service structure and rate levels and modify their communications requirements as appropriate.
9. Increase the monthly rates for WATS extension stations to match the rates for Private Line Voice Grade Service terminals.

10. Revision of the allowance for service interruptions by reducing the period for an allowance for Measured Time to two hours or more, the same as for Full Business Day Service. The proposed regulation will provide for an allowance equal to a full day's rate (1/30 of the monthly initial period rate) for an interruption of eight hours or more per day.
11. Inclusion of several definitions and clarifications in the WATS Tariff provision which support the proposed Tariff revisions.

These WATS Tariff revisions will result in decreased charges for the majority of the WATS customers and in increases for others. If you would like to review the effect of these rate revisions on your present WATS service, or discuss possible rearrangements, your Telephone Company Representative will be available to assist you.

Very truly yours,

Alan S. Peterson

Sales Supervisor

trip 2-15-74

WMAQ-TV

NBC OWNED STATIONS, A DIVISION OF NATIONAL BROADCASTING COMPANY, INC.
MERCHANDISE MART, CHICAGO, ILLINOIS 60654, 644-8300

January 28, 1974

Mr. Brian Lamb
Office of Telecommunications Policy
Executive Office Building
Washington, D.C. 20504

Dear Brian:

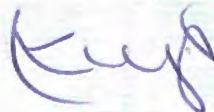
We are delighted that Mr. Whitehead can be with us on
"Kup's Show".

We look forward to seeing him at 2:00 PM on Friday,
February 15, 1974.

Please have him come to the Reception Desk on the
television side of the 19th floor (NBC-TV) of the
Merchandise Mart.

Kindly send me a biography and any other material
you consider most important.

Cordially,



Irv Kupcinet

Monday 2/11/74

TRIP
2/15/74

1:00 Re your trip to Chicago on Friday: We will make reservations for you and Brian Lamb to go to Chicago on a 7:30 a.m. American flight so you will be able to attend a 9:30 meeting with Mr. Joyce et al (a memo will come in from Mr. Joyce on this meeting).

Do you plan to fly back to Washington that afternoon?

Ygs

Itinerary for
Clay T. Whitehead
Chicago, Illinois
February 15, 1974

Friday, February 15

7:30 a.m. Coyt will pick you up
8:10 a.m. Lv. National airport via United 271 -- Coach
9:08 a.m. Arr. Chicago, Illinois

9:30 a.m. Meeting at the First National Bank of Chicago
21st Floor, 1 First National Plaza
(Marjorie Greene will meet you.)

12:00 noon Lunch at Chicago Daily ^{New}~~Tribune~~ (312) 321-2000
with Norman Mark et al.
401 North Wabash

2:00 p.m. Taping with Irv Kupcinec (312) 644-8300
WMAQ-TV
(Reception Desk on TV side of
19th floor (NBC-TV) of the
Merchandise Mart)

You have reservations only on the
following flight:

4:30 p.m. Lv. O'Hare via American Flt. 116
7:08 p.m. Arr. National airport

You have tickets for the following flight:

5:20 p.m. Lv. O'Hare airport via United 488
8:00 p.m. Arr. National airport

Arnold
Damen
Schelling

Kubrick
Bergman

Clarke
Goldman

Moyers
Wiseman

Cognitive/visual psychol
(visual recognition experiments)

Weaver

Rogers

Smith

Wallace

Bleier (and for many)

2/11/74
3:15pm

MR. JOYCE:

(312) 732-3364
I talked with Mrs. Greene today and she gave me this information for the meeting on Friday, Feb. 15th at 9:30 am:

Meeting will be at the First National Bank of Chicago.

21st Floor - First National Plaza - Cash Management Services Section

Contact - Mr. Merrill Burns - Assistant Vice President

NAMES OF THE TOP OFFICIALS: that will be attending meeting:

1. Mr. John Borman
President
First National Bank of Chicago
Also Head of Bank Americard
2. Mr. Holmer Holland
Vice President
3. Mr. Harvey Kolberg
Vice President
4. Mr. R. A. Windish
Vice President
5. Mr. Richard Wood
Vice President
6. Mr. Edward Sullivan
Vice President
7. Mr. Merrill Burns
Assistant Vice President
8. Mr. Marion Beardslee
Assistant Vice President

Two Staff Officers:

1. Dan Ferguinson
2. Dan Dinges
9. Marjorie Greene

WMAQ-TV

NBC OWNED STATIONS, A DIVISION OF NATIONAL BROADCASTING COMPANY, INC.
MERCHANDISE MART, CHICAGO, ILLINOIS 60654, 644-8300

(312)

January 28, 1974

Mr. Brian Lamb
Office of Telecommunications Policy
Executive Office Building
Washington, D.C. 20504

Dear Brian:

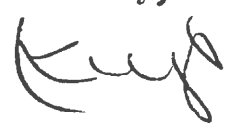
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Please have him come to the Reception Desk on the
television side of the 19th floor (NBC-TV) of the
Merchandise Mart.

Kindly send me a biography and any other material
you consider most important.

Cordially,



Irv Kupcinet

February 14, 1974

MEMORANDUM

FOR: Clay T. Whitehead
FROM: Charles Joyce Signed
SUBJECT: Electronic Funds Transfer Systems

This Friday we will meeting with representatives of the First National Bank of Chicago, including people from Bank Americard. I will be meeting with them from 9:30 through lunch; their expecting you to join us at 9:30, or as soon after that as you can get there, until such time as you have to leave for your own noon luncheon appointment.

The subject is electronic funds transfer. I understand that First National is particularly interested in this subject, and anxious to discuss it with us.

On November 19, 1973, the Board of Governors of the Federal Reserve System invited comment on the basic structure of the nation's payments mechanism, and the appropriate roles of the Federal Reserve and other institutions in it. The comment was solicited in connection with the proposed regulatory changes concerning the framework for the use of the Federal Reserves Interregional Electronic Funds Transfer Network. The proposal was, basically, to establish new rules (technically, an expansion of the Board's Regulation J) which would permit the Federal Reserve's Telecommunications System to be used for inter-bank fund transfers. Comments have been asked for by March 8, 1974, not only on the specifics of the proposed changes and Regulation J, but also on broader issues such as "(1) the appropriate roles in the ownership and operation of an electronic payment system -- including adjuncts thereto -- of (a) the Federal Reserve System, (b) other public bodies, and (c) individual or groups of private institutions, including commercial banks, automated clearinghouses, credit card companies, thrift institutions, credit unions, "the bank wire" and (others)." (2) Who should be allowed to access the system. (3) Whether the Federal Reserve should charge for the use of its facilities.

Basically what we have here is a proposal that the Federal Reserve provide telecommunications services for banks in hopes of stimulating a large scale transition to electronic funds transfer. Although Western Union presently provides a "bank wire" service, apparently this is not stimulating adequate progress.

Technically, proponents of the EFTS argue that it has nothing to do with credit card operations or the means of payment for retail purchases. EFTS is technically a narrow subject and does not constitute a "checkless society". Others interpret EFTS in a much broader sense, and see it as a first step towards further automation of credit operations, elimination of the present free consumer credit for 30 to 60 days, a single credit card system, shifting of control over all credit operations to banks only, and an invasion of the citizen's privacy through further consolidation of computerized information about his financial affairs.

cc: Mr. John Eger

DO Record
DO Chron
GVTCOMM Subj
GVTCOMM Chron
Mr. Whitehead ✓

CCJOYCE/njb/2-14-74

1. PLACE PREPARED (City and State) Washington, D. C.	2. DATE PREPARED 2/12/74	OFFICIAL TRAVEL AUTHORIZATION (See Instructions on reverse)
3. NAME OF TRAVELER (As shown on payroll) Clay T. Whitehead		
4. TITLE (As shown on payroll) Director		NOTE TO TRAVELER The official travel specified herein may not be performed until Item 22 has been executed by a GSA official empowered to authorize the travel. The number (Item 23) and date (Item 24) of this Authorization must appear on each voucher claiming reimbursement for travel expenses incurred consequent to this Authorization.
5. OFFICE OR SERVICE, DIVISION AND PERMANENT DUTY STATION Office of Telecommunications Policy		
6. LOCATION OF TRAVELER'S OFFICIAL STATION Washington, D. C.		
7. SPECIFIC PURPOSE OF TRAVEL		

Attend industry meetings.

8. APPROXIMATE DATES OF TRAVEL		9. TYPE OF AUTHORIZATION		If Item 9B is checked, complete Items 10 and 11 below	
A. BEGINNING ABOUT: 2/15/74		A. ORIGINAL <input checked="" type="checkbox"/>		10. ORIGINAL AUTH. NO.	11. ITEM NO. (S) AMENDED
B. ENDING ABOUT: 2/15/74		B. AMENDED <input type="checkbox"/>			
12. ITINERARY					
A. DATE	B. TRAVEL FROM	C. TRAVEL TO	D. ADDRESS AT DESTINATION		
2/15	Washington, D. C. and return	Chicago, Illinois			
13. MODE OF TRANSPORTATION					
A. NORMAL			B. SPECIAL (Must be justified in Item 16)		
(1) <input checked="" type="checkbox"/> COMMON CARRIER <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> RAIL <input type="checkbox"/> SHIP (2) <input type="checkbox"/> GOVERNMENT-OWNED VEHICLE			(1) <input checked="" type="checkbox"/> FIRST CLASS PLANE (2) <input type="checkbox"/> EXTRA-FARE TRAIN OR PLANE (3) <input type="checkbox"/> PRIVATELY OWNED VEHICLE (Complete 13C below) (4) <input type="checkbox"/> OTHER		
C. If travel by privately owned vehicle is authorized check which of the following restrictions apply:					
(1) <input type="checkbox"/> COST OF TRAVEL DOES NOT EXCEED TRAVEL BY COMMON CARRIER.		(2) <input type="checkbox"/> COST OF TRAVEL IS LIMITED TO THE CURRENT INTERAGENCY MOTOR POOL SERVICE RATES FOR A COMPARABLE VEHICLE.		(3) <input type="checkbox"/> ITS USE HAS BEEN ADMINISTRATIVELY DETERMINED TO BE ADVANTAGEOUS TO THE GOVERNMENT. (Explain in Item 16)	
14. ALLOWANCES					
A. MILEAGE RATE \$ PER MILE		B. PER DIEM RATE \$ 9.00 PER DAY		C. OTHER ALLOWANCES (Explain in Item 16 below)	
15. ESTIMATED COST TO THE GOVERNMENT					
A. TOTAL TRANSPORTATION \$ 70.00		B. TOTAL PER DIEM \$ 9.00		C. TOTAL OTHER \$ 20.00	
				D. TOTAL COST TO GOVERNMENT \$ 99.00	
16. STATEMENT OF JUSTIFICATION FOR SPECIAL MODES OF TRANSPORTATION AND ALLOWANCES					

First class travel authorized.

Use of taxi authorized between abode and place of business.

17. TRAVEL RECOMMENDED			18. COST ACCOUNT SYMBOL	
BY Director, Office of Telecommunications Policy 2/12/74			0.970.4.92110.511	
(Signature) (Title) (Date)				
19. TRAVEL APPROVED			20. FUNDS OBLIGATED	
BY Bryan M. Eagle Executive Assistant 2/12/74			BY (Initials) (Date)	
(Signature) (Title) (Date)				
21. TRAVEL CONCURRED IN (When required)				

22. TRAVEL AUTHORIZED: The person named in Item 3 above is authorized to travel at Government expense subject to the Standardized Government Travel Regulations (as amended), Bureau of the Budget Circular No. 1-69 (Revised), existing GSA travel policy, and the conditions specified in this Authorization.	23. AUTHORIZATION NO. TP4AT151
Bryan M. Eagle (Signature) Executive Assistant (Title)	24. DATE AUTHORIZED 2-14-74

INSTRUCTIONS FOR PREPARATION OF GSA FORM 87

Items 1 through 4: Self-explanatory.

Items 5 and 6: If these locations are in a regional office, enter the regional location (city and State) and the regional number; if located in GSA Central Office, enter Washington, Central Office.

Item 7: Show the specific purpose of the travel. Generalizations such as "Official Business" or similar phrases are not acceptable. Indicate why the desired results cannot be gained through correspondence or other less-expensive means than travel.

Item 8: Enter the scheduled dates of the first and last days of the travel period.

Item 9: Check whether the form represents an original or an amended authorization.

Items 10 and 11: If the form amends a previous authorization, enter the original authorization number in Item 10 and the item number(s) being amended in Item 11.

Item 12: If trip order, specify in sequence and by date each official point to be visited and, if known, the address at destination where the traveler can be reached. If authorization covers travel within specified States, list the States. If travel authorization is limited only to the continental limits of the United States, enter phrase "To any points within the continental limits of the United States, in such order and at such times as may be necessary, and return."

Item 13: Check mode(s) of transportation required. The use of extra-fare trains, extra-fare airplanes, and other types of conveyances shall be justified by showing the advantage to the Government in a statement under Item 16.

Item 14: See the GSA Administrative Manual, Chap. 7 (DOA 5410.1) for allowable mileage and per diem

rates. Under other allowances, indicate any unusual expense that the traveler will incur, such as rental of conference rooms, employment of temporary stenographers, or transfer of excess baggage in connection with official travel. If travel is incident to a change of official station, and the payment of travel, transportation, and related moving expenses is authorized, enter the remark "See attached GSA Form 87A." All such allowances must be carefully detailed on GSA Form 87A.

Item 15: Enter the estimated cost of travel, per diem, and other expenses that the Government will incur as a result of this authorization.

Item 16: If space provided is insufficient, complete the statement on a plain sheet and staple a copy to each copy of the authorization form.

Item 17: To be executed by the official recommending the travel.

Item 18: Enter the cost account symbol(s) to which the expenses incident to the travel are to be charged.

Item 19: To be executed by the official administratively approving the travel.

Item 20: For use by the service or staff office maintaining official prevalidation control records.

Item 21: When required, the signatures of concurring officials or the method by which their concurrences are obtained shall be included in this block.

Item 22: To be executed by the appropriate GSA official empowered to authorize the travel.

Item 23: The authorization number to be entered by the official approving the travel.

Item 24: Enter the date Item 22 is executed.

Tuesday 2/19/74

11:30

Do you have any extra expenses to claim for your trip to Chicago last week?

\$10.00 to airport in Chi.

Tuesday 1/29/74]

TRIP
2/15/74

4:00 Brian advises Mr. Whitehead will go to Chicago on Friday, Feb. 15.

Brian has arranged a lunch at the Chicago Daily News with Norman Marks et al.

At 2:00 there will be a taping of the "Kup's Show" at WMAQ, Channel 5, Merchandise Mart.

(312)

321-2000

Wednesday 2/13/74

TRIP
2/15/74

10:00 Through GSA, we have made the following plane reservations for your trip to Chicago on Friday, Feb. 15:

8:10 a.m. Lv. National via United 271 - *Coach*
9:08 a.m. Arr. Chicago

5:20 p.m. Lv. O'Hare via United 488
8:00 p.m. Arr. National

We will make the following reservations for an earlier return flight:

4:30 p.m. Lv. O'Hare via American ¹¹⁶288
8:06 p.m. Arr. National

- 393-2345

7:08

TRAVEL VOUCHER
MEMORANDUM

DEPARTMENT BUREAU OR ESTABLISHMENT Office of Telecommunications Policy		VOUCHER NO.	
PAYEE'S NAME Clay T. Whitehead		SCHEDULE NO.	
MAILING ADDRESS (Including ZIP Code) OTP 1800 G St., NW Wash., D.C. 20504		PAID BY	
OFFICIAL DUTY STATION Washington, D. C.	RESIDENCE Washington, D. C.		
FOR TRAVEL AND OTHER EXPENSES		TRAVEL ADVANCE	
FROM (DATE) 2/15/74	TO (DATE) 2/15/74	Outstanding	\$
APPLICABLE TRAVEL AUTHORIZATION(S)		Amount to be applied	
NO. TP4AT151	DATE 2/14/74	Balance to remain outstanding	\$
CHECK NO.			
CASH PAYMENT OF \$			
RECEIVED (DATE)			

TRANSPORTATION REQUESTS ISSUED

TRANSPORTATION REQUEST NUMBER	AGENT'S VALUATION OF TICKET	INITIALS OF CARRIER ISSUING TICKET	MODE, CLASS OF SERVICE, AND ACCOM- MODATIONS *	DATE ISSUED	POINTS OF TRAVEL	
					FROM-	TO-
B1 658 756	\$127.28	UA	Mixed	2/14	Washington, D. C.	Chicago, Ill. and return

2/25/74

AMOUNT
CLAIMED

Dollars Cts

→ **\$19 00**

Approved. Long distance telephone calls are certified as necessary in the interest of the Government.

DIFFERENCES:

NEXT PREVIOUS VOUCHER PAID UNDER SAME TRAVEL AUTHORITY
VOUCHER NO. D.O. SYMBOL DATE (MONTH-YEAR)Total verified correct for charge to appropriation(s)
(initials)

Applied to travel advance (appropriation symbol)

NET TO
TRAVELER →

ACCOUNTING CLASSIFICATION

0.970.4.92110.511

led
3-13

* Abbreviations for Pullman accommodations: MR, master room; DR, drawing room; CP, compartment; BR, bedroom; DSR, duplex single room; RM, roomette; DRM, duplex roomette; SOS, single occupancy section; LB, lower berth; UB, upper berth; LB-UB, lower and upper berth; S, seat.

PREVIOUS TEMPORARY DUTY (Complete these blocks only if in travel status immediately prior to period covered by this voucher and if administratively required)

TEMPORARY DUTY STATION LAST DAY OF PRECEDING VOUCHER PERIOD	
(LOCATION)	(DATE OF ARRIVAL)

[illegible]

GPO : 1970 OF - 430-454 (5A)
48-16-79475-1

Grand total to face of voucher
(Subtotals, to be carried forward if necessary)

\$19.00

9	00	10	00
---	----	----	----

*If per diem allowances for members of employee's immediate family are included, give members' names, their relationship to employee, and ages and marital status of children (unless this information is shown on the travel authorization).

