

projects and solicit public comments in compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995. To request more information on the project or to obtain a copy of the information collection plans and instruments, call the OS Reports Clearance Officer on (202) 690-6207.

Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

1. *HHS Acquisition Regulations—HHSAR Part 352 Solicitation Provisions and Contract Clauses—0990-0130—*Extension—The Key Personnel clause in HHSAR 352.27-5 requires contractors to obtain approval before substituting key personnel which are specified in the contract. *Respondents:* State or local governments, Businesses or other for-profit, non-profit institutions, Small businesses; *Total Number of Respondents:* 1802; *Frequency of Response:* one time; *Average Burden per Response:* 2 hours; *Estimated Annual Burden:* 3604 hours.

2. *HHS Acquisition Regulations HHSAR Part 370 Special Programs Affecting Acquisition—0990-0129—*Extension—HHSAR Part 370 establishes requirements for the accessibility of meetings, conferences, and seminars to persons with disabilities; establishes requirements for Indian Preference in employment, training and subcontracting opportunities. *Respondents:* State or local governments, Businesses or other for-profit, non-profit institutions, Small businesses; *Burden Information about Accessibility of Meetings—Annual Number of Respondents:* 340; *Annual; Frequency of Response:* one time; *Average Burden per Response:* 8 hours; *Total Annual Burden:* 2,720 hours—*Burden Information about Indian Preference—Annual Number of Respondents:* 1048; *Annual Frequency of Response:* one time; *Average Burden per Response:* 8 hours; *Total Annual Burden:* 8,384 hours—*Total Burden:* 11,104 hours.

3. *Application for Waiver of the two-year Foreign Residence Requirement of the Exchange Visitor Program—0990-*

*0001—Extension—*The application is used by institutions (colleges, hospitals, etc.) to request a favorable recommendation to the USA for waiver of the two-year Foreign Residence Requirement of the Exchange Visitor Program on behalf of foreign visitors working in areas of interest to HHS. *Respondents:* Individuals, State or local governments, Businesses or other for-profit, non-profit institutions; *Total Number of Respondents:* 200; *Frequency of Response:* one time; *Average Burden per Response:* 6 hours; *Estimated Annual Burden:* 1200 hours.

4. *Recordkeeping Requirements for Government Owned/Contractor Held Property and Report of Accounting Personal Property (HHS-565)—0990-0015—*Extension—The recordkeeping requirements are needed to assure accountability and control for government owned/contractor held property for HHS contracts. Form 565 is used to report all accountable personal property purchased or fabricated by contractors and billed to HHS. *Respondents:* State or local governments, Business or other for-profit, non-profit institutions, small business; *Burden Information for Form HHS-565: Annual Number of Respondents:* 3,600; *Annual Frequency of Response:* one time; *Average Burden per Response:* 30 minutes; *Total Annual Burden:* 1,800 hours. *Burden Information for Recordkeeping Requirements: Annual Number of Responses:* 4,500; *Average Burden per Response:* 30 minutes; *Total Annual Burden:* 2,250 hours. *Total Burden:* 4,050 hours.

Send comments to Cynthia Agens Bauer, OS Reports Clearance Officer, Room 503H, Humphrey Building, 200 Independence Avenue S.W., Washington, DC, 20201. Written comments should be received within 60 days of this notice.

Dated: July 15, 1996.
Dennis P. Williams,
Deputy Assistant Secretary, Budget.
[FR Doc. 96-18526 Filed 7-19-96; 8:45 am]
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Office of the Secretary

Statement of Organization, Functions and Delegation of Authority; Assistant Secretary for Management and Budget

Part A, of the Office of the Secretary of the Statement of Organization, Functions and Delegation of Authority for the Department of Health and Human Services, Office of Management and Budget is being amended as follows: Chapter, AMM, "Office of

Information Resources Management (OIRM), as last amended at 57 FR 37817 (August 20, 1992) is revised to reflect realignment of functions. The changes are as follows:

1. Delete in its entirety Chapter AMM and replace with the following:

AMM.00 Mission. The Office of Information Resources Management advises the Secretary and the Assistant Secretary for Management and Budget/Chief Information Officer (CIO) on matters pertaining to the use of information and related technologies to accomplish Departmental goals and program objectives. The mission of the office is to use technology-supported business process reengineering, investment analysis, performance measurement, and strategic application of information systems and policies to provide improved management of information resources and technology, and better, more efficient service to our clients and employees.

The Office is responsible for: the overall quality of information resources management throughout the Department; representing the Department to central management agencies (e.g., the Office of Management and Budget), supporting the development of a robust information infrastructure (including information technology-based services for the Office of the Secretary); and advocating rigorous methods for analyzing, selecting, developing, operating, and maintaining information systems.

The Office collaborates with the operating and staff divisions of the Department to resolve policy and management issues, manage risk associated with major information systems, evaluate and approve investments in technology, and share best practices.

The Office exercises authorities delegated by the Secretary to the Assistant Secretary for Management and Budget, as the CIO for the Department. These authorities derive from the Information Technology Management Reform Act of 1996, the Paperwork Reduction Act of 1995, the Computer Matching and Privacy Act of 1988, the Computer Security Act of 1987, the National Archives and Records Administration Act of 1984, the Competition in Contracting Act of 1984, the Federal Records Act of 1950, OMB Circular A-130: Management of Federal Information Resources, and Government Printing and Binding Regulations issued by the Joint Committee on Printing.

B. Section AMM.10 Organization. The Office of Information Resources Management, under the supervision of the Deputy Assistant Secretary for

Information Resources Management/ Deputy CIO, who reports to the Assistant Secretary for Management and Budget/CIO, consists of the following components.

Immediate Office (AMMA)
Office of Information Technology
Planning and Investment (AMMI)
Office of Telecommunications and
Information Management (AMMK)
Office of Network Management (AMML)
Office of Systems Engineering (AMMM)

C. Section AMM.20 Functions. The Office of Information Resources Management is responsible for the following:

1. The Immediate Office of Information Resources Management is responsible for:

a. Providing advice and counsel to the Secretary and the Assistant Secretary for Management and Budget/Chief Information Officer under the direction of the Deputy Assistant Secretary for Information Resources Management serving as the Department's Deputy CIO.

b. Providing executive direction to align Departmental strategic planning for information resources and technology with the Department's strategic business planning.

c. Promoting business process reengineering, investment analysis, and performance measurement throughout the Department, to capitalize on evolving information technology, treating it as an investment rather than as an expense.

d. Representing the Department in Federal government-wide initiatives to develop policy and implement an information infrastructure.

e. Chairing the Departmental Investment Review Board and the Departmental Information Resources Management Advisory Council by the Deputy Assistant Secretary for Information Resources Management/ Deputy CIO, and chairing the Office of the Secretary Information Resources Management Policy and Planning Board by the Deputy Office Director.

f. Managing funds, personnel, information, property, and projects of the Office of Information Resources management.

2. The Office of Information Technology Planning and Investment (OITPI) is responsible for:

a. Working with operating division Chief Information Officers to jointly identify opportunities for participation and consultation in Planning information technology projects with major effects on OPDIV program performance. OITPI provides leadership primarily in the planning, design, and evaluation of major projects.

b. Assessing risks that major information systems pose to successful performance of program operations and efficient conduct of administrative business throughout the Department, and using program outcome measures to gauge the quality of Departmental information resources management.

c. Coordinating the Department's strategic planning and budgeting processes for information technology, providing direct planning support to assure that IRM plans support agency business planning and mission accomplishment.

d. Coordinating the activities of the Departmental Investment Review Board, which is charged with the evaluation and selection of major information systems initiatives for both initial and continued funding.

e. Developing policies and guidance on information resources and technology management as required by law or regulation, or in consultation with program managers on issues of Department scope.

f. Coordinating and supporting the Departmental Information Resources Management Advisory Council, whose membership consists of the Chief Information Officers from each operating division.

g. Establishing guidance and training requirements for managers of information systems designated as sensitive under the Department's automated information systems security program.

h. Providing leadership for special priority initiatives of Department-wide scope (e.g., data center consolidation).

i. Representing the Department through participation on interagency and Departmental work groups and task forces.

3. The Office of Telecommunications and Information Management (OTIM) is responsible for the following:

a. Working with operating division Chief Information Officers to jointly identify opportunities for participation and consultation in administering information management functions and telecommunications initiatives with major effects on OPDIV performance. OTIM provides leadership primarily in defining alternatives for acquisition of telecommunications services and coordinating implementation of information management initiatives (e.g., Government Information Locator Service).

b. Managing the Department's telecommunications program, including the development of Departmental telecommunications policies and support of Governmentwide telecommunications management

projects and processes (e.g., the Interagency Management Council (IMC) and FTS2000 and successor contracts.

c. Managing the Department's information collection program, including development of Departmental policies, coordinating the development of the Department's information collection budget, reviewing and certifying requests to collect information from the public.

d. Approving and reporting on computer matching activities as required by law through the Departmental Data Integrity Board.

e. Managing the Departmental printing management, records management, and mail management policy programs.

f. Providing support for special priority initiatives (e.g., the Government Information Locator System).

g. Representing the Department or participating on both interagency and integral groups and task forces.

4. The Office of Systems Engineering (OSE) is responsible for:

a. Leading Departmental efforts to expand availability of electronic means for conducting business among all components of the Department, all agencies of the Federal government, and all parties involved in accomplishing Departmental program objectives (including State Governments, contractors, grantees, other service providers, and the general public).

b. Supporting implementation of general purpose, standards-based, distributed computing environments consisting of data communication networks, data base management systems, and information processing platforms, to promote market competition and reengineering of applications systems for cost-effectiveness, scalability, and flexibility.

c. Providing access for all employees within the Office of the Secretary to services and related tools, for systems engineering, applications development, and systems maintenance, to exploit the distributed computing environment and to share resources and best practices.

d. Managing pilot projects and initial production implementations of key enabling technologies, as these become commercially available and cost beneficial (e.g., standards-based electronic messaging and directory services).

e. Supporting effective use of available means to achieve electronic messaging, database access, file transfer, and transaction processing through Internet and commercial information services.

f. Promoting and coordinating implementation of data standards for

information integration across application systems and for software reuse.

g. Assisting managers of applications systems to increase the value and quality of their services and to control risks associated with systems integration, technological obsolescence, and software development, and migration to standards-based technologies, especially for systems automating common administrative and management services.

h. Establishing and operating an information technology support service for the Office of the Assistant Secretary for Management and Budget for managing standard hardware and software configurations, providing hardware repair services, and software support.

i. Maintaining a collection of technical reference documents, including policies, standards, trade press, market research, and advisory service publications.

j. Managing contracts for IRM-related equipment and support services.

k. Representing the Department through participation on interagency and Departmental work groups and task forces.

5. The Office of Network Management (ONM) is responsible for:

a. Operating, maintaining, and enhancing the Office of the Secretary computer network consisting of interconnected local area networks with wide area network access to Departmental data centers, external organizations, Internet resources and commercial information services for the Office of the Secretary and organizations participating through interagency agreement (e.g., Administration for Children and Families, the Office of Inspector General, and the Administration on Aging).

b. Establishing and monitoring network policies and procedures, and developing plans and budgets for network support services.

c. Identifying, implementing, and maintaining standard office automation applications running on the Office of the Secretary network, such as electronic mail, scheduling, and bulletin board services.

d. Working with other HHS operating and staff divisions to implement electronic links between the Office of the Secretary computer network and other networks in conjunction with changing user needs and technological advancements.

e. Ensuring reliable, high-performance network services, including implementation of automated tools and procedures for network management,

utilizing network performance measures, enhancing network security, providing priority response services for network-related problems, and providing remote access to the network for field use and for telecommunicating.

f. Implementing and operating electronic tools to enhance Secretarial communications with all HHS personnel.

g. Coordinating with the Program Support Center or other external providers, the delivery of voice, voice messaging, and video conferencing services for the Office of the Secretary, including system design and implementation, and cost sharing.

h. Coordinating the OS strategic planning and budgeting processes for information technology, providing direct planning support to assure that IRM plans support agency business planning and mission accomplishment.

i. Developing policies and guidance on information resources management within the Office of the Secretary for acquisition and use of information technology, development of architectural standards for interoperability, and coordination of implementation procedures.

j. Maintaining and operating the inventory of automated data processing equipment for the Office of the Secretary.

k. Managing contracts for IRM-related equipment and support services.

l. Coordinating and supporting the Office of the Secretary Information Resources Management Policy and Planning Board, an advisory body whose membership consists of the staff division Chief Information Officers.

m. Representing the Department through participation on interagency and Departmental work groups and task forces.

Dated: June 21, 1996.

John J. Callahan,

Assistant Secretary for Management and Budget.

[FR Doc. 96-18527 Filed 7-19-96; 8:45 am]

BILLING CODE 4150-04-M

Centers for Disease Control and Prevention

Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Development of Feasibility Testing of Interventions To Increase Health-Seeking Behaviors in, and Health Care for Populations at High Risk for Gonorrhea, Program Announcement 638: Meeting

In accordance with section 10(a)(2) of the Federal Advisory Committee Act

(Pub. L. 92-463), the Centers for Disease Control and Prevention (CDC) announces the following committee meeting.

Name: Disease, Disability, and Injury Prevention and Control SEP: Development of Feasibility Testing of Interventions to Increase Health-Seeking Behaviors in, and Health Care for Populations at High Risk for Gonorrhea, Program Announcement 638.

Time and Date: 8:30 a.m.-5 p.m., August 28-29, 1996.

Place: 12 Corporate Square, Building 12, Conference Rooms 3106 and 3110, Corporate Square Boulevard, Atlanta, Georgia 30329.

Status: Closed.

Matters To Be Discussed: The meeting will include the review, discussion, and evaluation of applications received in response to Program Announcement 638.

The meeting will be closed to the public in accordance with provisions set forth in 5 U.S.C. Section 552b(c) (4) and (6), and the Determination of the Associate Director for Management and Operations, CDC, pursuant to Public Law 92-463.

Contact Person for More Information: John R. Lehnher, Chief, Prevention Support Office, National Center for HIV, STD, and TB Prevention, CDC, 1600 Clifton Road, NE, M/S E07, Atlanta, Georgia 30333, telephone 404/639-8025.

Dated: July 16, 1996.

Carolyn J. Russell,

Director, Management Analysis and Services Office, Centers for Disease Control and Prevention (CDC).

[FR Doc. 96-18472 Filed 7-19-96; 8:45 am]

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Administration for Children and Families

Proposed Information Collection Activity; Comment Request

Proposed Projects

Title: Low Income Home Energy Assistance Program (LIHEAP) Leveraging Report Form.

OMB No.: 0970-0121.

Description: The report is an annual activity which LIHEAP grantees must submit if they wish to receive a share of leveraging incentive funds that are set aside for this purpose out of annual appropriations. The report provides us with data that allows us to determine whether grantees are carrying out leveraging activities that meet statutory and regulatory requirements for countability. The leveraging incentive and regulatory requirements for countability. The leveraging incentive funds are awarded based on the amount to countable activities carried out by each grantee, under a formula prescribed by regulation.

Respondents: States, tribes/tribal organizations, and territories.