

Send comments to Susan G. Queen, Ph.D., HRSA Reports Clearance Officer, Room 14-33, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of this notice.

Dated: December 9, 1999.

**Jane Harrison,**

*Director, Division of Policy Review and Coordination.*

[FR Doc. 99-32429 Filed 12-14-99; 8:45 am]

BILLING CODE 4160-15-P

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Health Resources and Services Administration

#### Statement of Organization, Functions and Delegations of Authority

This notice amends Part R of the Statement of Organization, Functions and Delegations of Authority of the Department of Health and Human Services (DHHS), Health Resources and Services Administration (60 FR 56605 as amended November 6, 1995, as last amended at 64 FR 46694-6, dated August 26, 1999). This notice reflects the organizational and functional changes in the HIV/AIDS Bureau. Make the following changes:

1. Delete the functional statement for the Office of Communications (RV1) in its entirety.

2. Delete the functional statement for the Office of Program Support (RV2) in its entirety and replace with the following:

#### *Office of Program Support (RV2)*

Plans, directs, coordinates, and evaluates Bureau-wide administrative and management support activities. Specifically: (1) Serves as the Associate Administrator's principal source for management and administrative advice and assistance; (2) assists in the development and administration of policies and procedures which govern the review and final recommendation for funding to the Associate Administrator; (3) in cooperation with the Division of Financial Management, Office of Management and Program Support (OMPS), provides guidance to the Bureau on financial management activities; (4) in cooperation with the Office of Human Resources and Development, HRSA, coordinates personnel activities for the Bureau and advises the Associate Administrator on the allocation of the Bureau's personnel resources; (5) in cooperation with the Division of Grants and Procurement Management, OMPS, conducts all

business management aspects of the review, negotiation, award, and administration of Bureau grants and cooperative agreements, and coordinates the Bureau's contracts operations; (6) develops and maintains a system that tracks grant funds by program, State and grantee and by purpose of grant award; (7) provides support to field staff as appropriate by program; (8) provides organization and management analysis for the Bureau, develops policies and procedures for internal Bureau requirements, and interprets and implements the Administration's management policies and procedures; (9) coordinates the Bureau's delegations of authority activities; (10) manages the Bureau's performance appraisal and employee performance management systems; (11) provides or arranges for the provision of support services such as supply management, space management, manual issuances, forms, records, reports, and supports civil rights compliance activities; and, (12) provides direction regarding technological developments in office management activities.

3. Delete the functional statement for the Office of Policy and Program Development (RV3) in its entirety and replace with the following:

#### *Office of Policy and Program Development (RV3)*

Serves as the Bureau's focal point for planning, legislation, and related coordination activities including the development and dissemination of program objectives, alternatives, policy statements and the formulation and interpretation of program related policies. Specifically: (1) Advises the Associate Administrator and Division Directors in the development of plans and legislative proposals to support Administration goals, and serves as the primary staff unit on special projects for the Associate Administrator; (2) coordinates with the Office of Planning, Evaluation, and Legislation (OPEL), HRSA, and other appropriate offices in the preparation of HIV/AIDS-related program and legislative proposals, including the preparation of testimony and related information to be presented to the Congress; (3) monitors and analyzes HIV/AIDS-related policy and legislative developments, both within and outside the Department, for their potential impact on HIV/AIDS activities, and advises the Associate Administrator on alternative courses of action for responding to such developments; (4) organizes, guides, and coordinates the Bureau's program planning and development activities, and prepares the Bureau's strategic planning agenda; (5)

provides staff services and coordinates activities pertaining to legislative policy and position papers, including the development of legislative proposals and the analysis of existing and pending Federal and State legislation to assure the fullest possible consideration of programmatic requirements in meeting established departmental, and HRSA goals; (6) maintains liaison with the Agency, Department, and other agencies, and distributes legislative materials; (7) participates in the development and coordination of program policies and implementation plans, including the development, clearance, and dissemination of regulations, criteria, guidelines, and operating procedures; (8) serves as the point of contact for the Agency, developing and coordinating working relationships and conducts specific joint activities among programs to assure optimum interaction on related HIV/AIDS activities and to minimize duplication and overlap; (9) conducts special inquiries and studies with emphasis on coordinating, managing and/or undertaking special projects which cut across Office or Division lines and responsibilities; (10) coordinates Bureau and HRSA comments on HIV/AIDS-related reports, position papers, legislative proposals, and related issues; (11) coordinates responses to requests for information received from other OPDIVs of the Department and from outside the Department; (12) provides program policy interpretation and technical assistance to other governmental and private organizations and institutions; (13) develops and coordinates performance measures; and, (14) manages the Bureau's executive secretariat functions.

#### 4. Establish the Office of Communications and Information Dissemination (RV8)

The Office of Communications and Information Dissemination plans, designs, executes and evaluates national and international communication and information dissemination programs which include the development of written and broadcast materials conveying complex information about HIV/AIDS, the maintenance of effective working relationships with high-level public and private-sector policy makers and development of recommendations to improve HIV/AIDS Bureau program effectiveness. Specifically: (1) Collects, compiles, and distributes various data and information on HIV/AIDS health care issues and programs related to the activities of the Bureau; (2) develops and provides information materials to HIV/AIDS health program planners,

providers, consumers and others to assist in decisionmaking and maintaining effective, efficient operations; (3) develops and produces in-house communications to help ensure the understanding of current AIDS issues and Bureau program activities; (4) maintains information about primary sources of data and information on the health industry, disease trends, and public and private programs; (5) fosters and maintains relationships with and provides a referral service to Federal agencies, State and local governmental units, private health and medical organizations, and other organizations with which the Bureau has mutual interests; (6) provides technical assistance to Bureau program managers and project officers in identifying data and information needs and developing information products; (7) provides technical assistance to Bureau program managers in information and communications product packaging, desktop publishing, and media relations; (8) produces reports, articles, briefings, speeches, exhibits and other multi-media communications on Bureau services and on programs directed at the Bureau service and provider populations; (9) develops and implements new and innovative communication strategies including utilization of automated methods and electronic media in carrying out its responsibilities including managing and maintaining content of the Bureau's electronic web site, and liaison with the HRSA webmaster for technical support and design; and participation, coordination, and content development in use of technologies such as satellite transmission and distance learning; (10) functions as media advisor to Bureau Associate Administrator and other senior program staff; (11) reviews federal, state, and local legislation, issues, programs and policies and their impact on health care organization financing and service delivery to special populations served by Bureau programs; (12) identifies issues and problems and conducts appropriate analyses and studies in order to develop technical assistance products, presentations, seminars, and communications directed at the information and service needs of the intended audience; and (13) serves as principal liaison on behalf of HAB in coordinating with HRSA's Office of Communications, and through appropriate channels with the Department, and other interested and affected parties with respect to the development and dissemination of information on current and emerging

health care issues, trends and problems affecting the services, programs, and populations served by the HAB.

#### **Delegations of Authority**

All delegations and redelegations of authority which were in effect immediately prior to the effective date hereof have been continued in effect in them or their successors pending further redelegation.

This reorganization is effective upon date of signature.

Dated: December 2, 1999.

**Claude Earl Fox,**

*Administrator.*

[FR Doc. 99-32244 Filed 12-14-99; 8:45 am]

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### **Health Resources and Services Administration**

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#### **Section RF-10—Organization**

The Midwest Field Cluster is headed up by the Field Director who reports directly to the Associate Administrator, Office of Field Operations. The Midwest Field Cluster is organized as follows:

- A. Immediate Office of the Field Director
- B. Office of Data and Analysis
- C. Northern Operations Division
- D. Eastern Operations Division
- E. Western Operations Division

#### **Midwest Field Cluster (RF3)**

##### *Immediate Office of the Field Director (RF33)*

Serves as HRSA's senior public health official in the Midwest region, providing liaison with State and local health officials as well as professional organizations; (2) provides input from local, regional and state perspectives to assist the HRSA Administrator and the Associate Administrators in the formulation, development, analysis and evaluation of HRSA programs and initiatives; (3) at the direction of the Administrator and/or in conjunction

with the HRSA Associate Administrators and the Associate Administrator, Office of Field Operations, coordinates the field implementation of special initiatives which involve multiple HRSA programs and/or field offices (*e.g.*, Border Health); (4) assists with the implementation of HRSA programs in the field by supporting the coordination of activities, alerting program officials of potential issues and assessing policies and service delivery systems; (5) represents the Administrator in working with other Federal agencies, state and local health departments, schools of public health, primary care associations and organizations, community health centers, and others in coordinating health programs and activities; and (6) exercises line management authority as delegated from the Administrator for general administrative and management functions within the field structure.

##### *Division of Data and Analysis (RF34)*

Provides technical assistance, consultation and training to Field Cluster staff and Agency grantees related to data systems, planning and evaluation; (2) serves as focal point for States and Agency grantees on data and data systems issues related to HRSA program requirements; (3) develops statistical profiles of HRSA grantees in the region, and analysis of Geographic Information Systems profiles and other profiles developed by federal, state and local agencies in the region; (4) develops State profiles; (5) conducts and disseminates, as appropriate, trend analysis of financial data, health indicators, and service data to identify emerging trends among HRSA grantees and health service catchment areas in the Midwest; (6) provides consultation and support to private nonprofit organizations involved in health care delivery around special studies, research and evaluation related to health disparities; (7) analyzes program related reports; and (8) maintains Field Cluster program related database.

##### *Northern Operations Division (RF35)*

Directs and coordinates field development and implementation of HRSA programs and activities in three states within the Midwest Field Cluster designed to increase access, capacity and capabilities of local and state health systems and programs serving the underserved populations in the states served by the Division, including primary care programs, maternal and child health, HIV/AIDS, health facilities construction under the Hill-Burton Program, Title XVI, and other programs, rural health, and other health related