

Personnel Policy, Programs and Organizational Development Division (PBN)

(1) Plans, develops, coordinates and implements policies and guidance to meet the programmatic needs of the Human Resources Service, the Office of the Secretary (OS), the Office of Inspector General and the Administration on Aging; (2) Provides policies and guidance to managers in the full range of human resource management activities, including compensation, performance management, leave, merit staffing, classification, career management, alternative work schedules, flexiplace, and delegations of personnel authorities; (3) Develops systems to facilitate the implementation of policies, evaluate effectiveness, monitor and provide feedback on critical areas that impact on human resource management programs, and policy implementation; (4) Provides consultative services and expert advice to organizations effecting change management activities. Specialized services include restructuring, streamlining, employee empowerment, quality management, team building, program evaluation, and other organizational improvement efforts; (5) Oversees the operation of the Career Management Center and provides individual consultative services and expert advice to employees on career related activities; and (6) Oversees the operation of the Employee Assistance Program (EAP) for OS, PSC and other HHS components located in the Southwest Washington, DC area. Services include intake, assessment, referral of employees, and education of employees and management about EAP services.

Establish the *Personnel Operations Division (PBP)* and enter the functional statement as follows:

Personnel Operations Division (PBP)

(1) Administers a comprehensive human resources management program for headquarters and field components of the Office of the Secretary, the Office of Inspector General, the Program Support Center and the Administration on Aging; (2) Develops and implements strategies and processes to ensure the progression of the Personnel Operations Division to a multi-customer, competitive, fee-for-service, cost centered organization; (3) Formulates and implements marketing strategies to promote the utilization of the Personnel Operations Division services by other HHS components and external customers; (4) Provides personnel management advice and assistance on

all aspects of personnel administration including analyzing employee resources, forecasting future requirements, coordinating policy to meet departmental mission and public interest needs, and communication to managers, supervisors, and employees; (5) Provides the full range of personnel operations services and consultation to managers in their human resources activities, including recruitment, staffing, position classification, pay administration, performance management, awards, security, special and executive recruitment, and Commissioned Corps liaison activities; and (6) Provides retirement and benefits counseling, and maintains official personnel records.

Establish the *Training and Career Development Division (PBQ)* and enter the functional statement as follows:

Training and Career Development Division (PBQ)

(1) Administers a comprehensive training and career development program for headquarters and field components of the Office of the Secretary, the Office of Inspector General, the Program Support Center and the Administration on Aging; (2) Provides consolidated training for HHS components and external customers in Southwest Washington, D.C. and in the Parklawn, Rockville, Maryland complex, other Federal agencies and external customers; (3) Develops and implements strategies and processes to ensure that HRS training services becomes a multi-customer, competitive, fee-for-service, cost centered organization; and (4) Formulates and implements marketing strategies to competitively promote the utilization of the Training and Career Development Division services by other HHS organizations and external customers.

Establish the *Employee and Labor Relations Division (PBR)* and enter the functional statement as follows:

Employee and Labor Relations Division (PBR)

(1) Administers a comprehensive employee and labor relations program for headquarters and field components of the Office of the Secretary, the Office of Inspector General, the Program Support Center, the Administration on Aging, other HHS components and external customers; (2) Develops and implements strategies and programs to ensure that the Employee and Labor Relations Division becomes a multi-customer, competitive, fee-for-service cost centered organization; (3) Formulates and implements marketing strategies to promote the utilization of

the Employee and Labor Relations Division by other HHS organizations and external customers; (4) Develops and administers written policies, procedures, planning and guidance materials on the full range of employee relations program areas for the PSC and its customers; (5) Provides advice and assistance on employee relations services and consultation to managers, supervisors and employees, including adverse actions, employee performance deficiencies, discipline, grievances and appeals, reduction-in-force, incentive awards program, leave regulations, standards of conduct, fitness for duty and violence in the work place, retirement, worker's compensation, conflict of interest, including outside activities, and financial disclosure; (6) Provides expert managerial advisory services to management on the full range of labor relations functions, including negotiated agreements, contract dispute resolution and the National Partnership Council; and (7) Administers the full range of special initiative programs including all official Department commemorative events, special incentives and honor awards programs, special leave programs, and employee suggestions programs.

Dated: October 2, 1996.

Lynnda M. Regan,

Director, Program Support Center.

[FR Doc. 96-26092 Filed 10-9-96; 8:45 am]

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Centers for Disease Control and Prevention

Citizens Advisory Committee on Public Health Service Activities and Research at Department of Energy (DOE) Sites: Savannah River Site Health Effects Subcommittee Meeting

In accordance with section 10(a)(2) of the Federal Advisory Committee Act (Pub. L. 92-463), the Agency for Toxic Substances and Disease Registry (ATSDR) and the Centers for Disease Control and Prevention (CDC), announce the following meeting:

Name: Citizens Advisory Committee on Public Health Service Activities and Research at DOE Sites: Savannah River Site Health Effects Subcommittee (SRS).

Times and Dates: 8 a.m.-5 p.m., October 24, 1996. 8 a.m.-12 noon, October 25, 1996.

Place: Terrace Garden Buckhead, 3405 Lenox Road, N.E., Atlanta, Georgia 30326, telephone 404/261-9250, FAX 404/848-7391.

Status: Open to the public, limited only by the space available. The meeting room accommodates approximately 50 people.

Background: Under a Memorandum of Understanding (MOU) signed in December

1990 with DOE, the Department of Health and Human Services (HHS) has been given the responsibility and resources for conducting analytic epidemiologic investigations of residents of communities in the vicinity of DOE facilities, workers at DOE facilities, and other persons potentially exposed to radiation or to potential hazards from non-nuclear energy production use. HHS delegated program responsibility to CDC.

In addition, an MOU was signed in October 1990 and renewed in November 1992 between ATSDR and DOE. The MOU delineates the responsibilities and procedures for ATSDR's public health activities at DOE sites required under sections 104, 105, 107, and 120 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA or "Superfund"). These activities include health consultations and public health assessments at DOE sites listed on, or proposed for, the Superfund National Priorities List and at sites that are the subject of petitions from the public; and other health-related activities such as epidemiologic studies, health surveillance, exposure and disease registries, health education, substance-specific applied research, emergency response, and preparation of toxicological profiles.

Purpose: This subcommittee is charged with providing advice and recommendations to the Director, CDC, and the Administrator, ATSDR, regarding community, American Indian Tribes, and labor concerns pertaining to CDC's and ATSDR's public health activities and research at respective DOE sites. Activities focus on providing a forum for community, American Indian Tribal, and labor interaction and serve as a vehicle for community concern to be expressed as advice and recommendations to CDC and ATSDR.

Matters to be Discussed: Agenda items include presentations from the National Center for Environmental Health (NCEH), the National Institute for Occupational Safety and Health (NIOSH), and ATSDR on the progress of current studies; presentations by Radiological Assessments Corporation on the SRS Environmental Dose Reconstruction Project Task 3: Source Term Calculations and Task 4: Data Evaluation; and results of the Fernald Dosimetry Reconstruction Project. Agenda items are subject to change as priorities dictate.

An unavoidable administrative delay prevented meeting the fifteen day publication requirement.

Contact Persons for More Information: Paul G. Renard or Nadine Dickerson, Radiation Studies Branch, Division of Environmental Hazards and Health Effects, NCEH, CDC, 4770 Buford Highway, NE, (F-35), Atlanta, Georgia 30341-3724, telephone 770/488-7040, FAX 770/488-7044.

Dated: October 4, 1996.

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

[FR Doc. 96-26052 Filed 10-9-96; 8:45 am]

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Health Care Financing Administration [Document Identifier: HCFA-R-96]

Agency Information Collection Activities: Proposed Collection: Comment Request

AGENCY: Health Care Financing Administration, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Health Care Financing Administration (HCFA), Department of Health and Human Services, is publishing the following summaries of proposed collections for public comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden.

1. **HFCA-R-96 Type of Information Collection Request:** Extension of currently approved collection; **Title of Information Collection:** Emergency and Foreign Hospital Services-Beneficiary Statement In Canadian Travel Claims and Supporting Regulation 42 CFR 424.123; **Form No.:** HCFA-R-96; **Use:** This form is completed by beneficiaries, representative, or assignees to support claims for payments for Medicare covered emergency services provided in Canada. 42 CFR 424.123 is the regulation supporting this collection of information; **Frequency:** On occasion; **Affected Public:** Individuals or households; **Number of Respondents:** 1,100; **Total Annual Responses:** 1,100; **Total Annual Hours:** 275.

To obtain copies of the supporting statement for the proposed paperwork collections referenced above, access HCFA's Web Site Address at <http://www.hcfa.gov>, or to obtain the supporting statement and any related forms, E-mail your request, including your address and phone number, to Paperwork@hcfa.gov, or call the Reports Clearance Office on (410) 786-1326. Written comments and recommendations for the proposed information collections must be mailed within 60 days of this notice directly to the HCFA Paperwork Clearance Officer designated at the following address: HCFA, Office of Financial and Human Resources, Management Analysis and

Planning Staff, Attention: John Burke, Room C2-26-17, 7500 Security Boulevard, Baltimore, Maryland 21244-1850.

Dated: October 3, 1996.

Edwin J. Glatzel,
Director, Management Analysis and Planning Staff, Office of Financial and Human Resources, Health Care Financing Administration.

[FR Doc. 96-26003 Filed 10-9-96; 8:45 am]

BILLING CODE 4120-03-M

National Institutes of Health

Proposed Collection; Comment Request; Evaluation of NIH Implementation of Section 491 of the Public Health Service Act, Mandating a Program of Protection for Research Subjects

SUMMARY: In compliance with the requirement of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, for opportunity for public comment on proposed data collection projects, the National Institutes of Health (NIH), Office of the Director, will publish periodic summaries of proposed projects to be submitted to the Office of Management and Budget (OMB) for review and approval.

PROPOSED COLLECTION: Title: Evaluation of NIH Implementation of Section 491 of the Public Health Service Act, Mandating a Program of Protection for Research Subjects. Type of Information Collection: EXTENSION of OMB No. 0925-0404, expiration 12/31/96. Need and use of Information Collection: This study will assess the performance of the system of human subjects protections. It will provide up-to-date comprehensive and systematic information on the effectiveness and efficiency of procedural protections by measuring outcome, output, process, and resources of the current system to develop possible recommendations. The study will use survey, interview, and record extraction methodologies. Development of the survey instruments and methodology has involved representatives of the affected public over the past 2 years. Frequency of Response: One time response. Affected Public: Individuals or households; Not-for Profit Institutions; State, Local, or Tribal Government. Type of Respondents: University officials, staff, and faculty. The annual reporting burden is as follows: Estimated Number of Respondents: 2,358; Number of Responses per Respondent: 1; Average Burden per Response: 0.513 hr.; and Estimated Total Annual Burden Hours Requested: 1,210. The annualized cost to respondents is \$57,605. There are no