

Information is also available on the Institute's/Center's home page: www.nlm.gov/od/bor/bor.html, where an agenda and any additional information for the meeting will be posted when available.

(Catalogue of Federal Domestic Assistance Program Nos. 93.879, Medical Library Assistance, National Institutes of Health, HHS)

Dated: December 8, 2003.

LaVerne Y. Stringfield,

Director, Office of Federal Advisory Committee Policy.

[FR Doc. 03-30817 Filed 12-11-03; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Office of the Assistant Secretary for Administration and Management, Program Support Center; Statement of Organization, Functions, and Delegations of Authority

Part A, Office of the Secretary (OS) of the Statement of Organization, Functions, and Delegations of Authority, Chapter (A), Office of the Assistant Secretary for Administration and Management, for the Department of Health and Human Services, at Part P, Program Support Center, as last amended at 68 FR 8040, dated February 19, 2003, is being amended to reflect a realignment of its functions. The changes are as follows:

- I. Under chapter PA, Office of the Deputy Assistant Secretary for Program Support, make the following changes:
 - A. Delete the "Office of Budget and Management (PAB)," in its entirety.
 - B. Delete the "Office of Information Technology (PAE)," in its entirety.
- II. Under Chapter PE, Administrative Operations Service, make the following changes:
 - A. Delete the "Division of Acquisitions Management (PEB)," and the "Division of Supply Management (PEG)" in its entirety.
 - B. Add the following components:
 1. *Division of PSC Business Operations (PEH)*—The Division of PSC Business Operations (DPBO) performs overall business and financial management activities for the PSC. DPBO (1) provides strategic and business planning; (2) conducts business process engineering; (3) manages costs and price reviews to keep PSC services competitive; (4) provides customer relations services; (5) prepares the

PSC budget for presentation to and approval by the Board of Directors to the HHS Service and Supply fund; (6) executes approved PSC budgets, issuing allowances as approved by the Director, PSC, and consistent with funding levels approved by the Board; (7) coordinates arrangements of inter- and intra-agency funding for projects and functions; (8) develops, coordinates, and implements policies, standards, and procedures governing the establishment and maintenance of effective organizational structures and functional alignments within the PSC; and (9) coordinates the implementation of the Government Performance and Results Act within the PSC.

2. *Division of Freedom of Information Act Operations (PEJ)*—This Division responds to all Freedom of Information Act (FOIA) requests for records generated by, and in the custody and control of, all components of the Office of Public Health and Science (OPHS), and the Program Support Center (PSC): (1) Responds to all requests for records that involve more than one of the PHS components and the PSC; (2) responds to all administrative appeals; (3) coordinates with the Office of the General Counsel (OGC) and the assigned AUSA to resolve the administrative appeals which result in litigation; and (4) provides FOIA training and consultation.
- III. Establish a new Chapter PF, titled "Strategic Acquisitions Service," as follows:
 - A. *Strategic Acquisitions Service (PF)*—This service is responsible for providing leadership, policy, guidance and supervision to the procurement operations of the Program Support Center. The service provides to HHS components and other Departments nationwide administrative and technical services which include: acquisition services; claims services for PHS components nationwide under specific statutory authorities; and pharmaceutical, medical, and dental supplies to Federal agencies and other related non-Federal customers.
 - B. *Division of Strategic Sourcing (PFA)*—The Division of strategic Sourcing is responsible for the department-wide initiatives to: (1) Consolidate purchases of expendable commodities within one contract office, *i.e.*, Center of Procurement Excellence; (2) decrease duplicative contract

offices within the Department and move common work into the Center of Procurement Excellence; and (3) investigates innovative government and industry procurement practices and brings these innovations into strategic planning, design and implementation phases as part of business delivery.

- C. *Acquisitions Management Division (PFB)*—The Acquisitions Management Division (AMD) provides acquisition services to HHS and other customers, and also (1) provides contracting services for ADP, program, and administrative requirements including information processing and telecommunications resources; (2) purchases supplies, equipment, and services from mandatory sources (Federal Supply Schedules and other Government agencies), open market, or by contract; (3) provides contract audit and financial review services; (4) provides acquisition policy development, oversight, procurement performance measurement and is responsible for the Department's Acquisition Supplement to the Federal Acquisition Regulation; (5) makes studies of procurement problems requiring creation of new policies or revision of existing policies; (6) provides analysis and evaluation services, develops procedures and recommends policy for administration of the acquisition program and works with the many Federal organizations to insure all laws and regulations are properly interpreted and implemented; and (7) carries out the authorities of the DHHS Claims Officer under the Federal Claims Collection Act, the Federal Tort Claims Act, and the Military Personnel and Civilian Employees' Claims Act.
- D. *Division of Supply Service Center (PFC)*—This Division operates the Supply Service Center at Perry Point, Maryland to support HHS health facilities and other organizations world-wide by providing pharmaceutical, medical, and dental supplies to Federal Agencies and other related customers: (1) Manages financial responsibilities associated with operating a large medical warehouse as authorized by the Federal Securities Appropriations Act of 1945 (Pub. L. 790-124); (2) oversees the Center's stock and the quality control of the manufacturing and repacking of pharmaceuticals under a license agreement with the Food and Drug Administration; and

(3) ensures that all internal controls are in place and oversees the security of all controlled substances under a license from the Drug Enforcement Administration.

IV. Under Chapter PG, Federal Occupational Health Service (FOHS), add the following new component:

Business Technology Support Division (PGF)—The Business Technology Support Division (BTSD): (1) develops, tests, installs, and operates business applications and related applications needed to support the provision of FOHS services under agreements with its customer federal agencies; and (2) develops content and updates the FOHS.

V. *Delegation of Authority*: All delegations and redelegations of authority made by officials and employees of affected organizational components will continue in them or their successors pending further redelegation, provided they are consistent with this reorganization.

Dated: December 4, 2003.

Ed Sontag,

Assistant Secretary for Administration and Management.

[FR Doc. 03-30747 Filed 12-11-03; 8:45 am]

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Substance Abuse and Mental Health Services Administration

Agency Information Collection Activities Under Emergency Review by the Office of Management and Budget

The Substance Abuse and Mental Health Services Administration (SAMHSA) has submitted the following request (see below) for emergency OMB review under the Paperwork Reduction Act (44 U.S.C. Chapter 35). OMB approval has been requested by December 26, 2003. A copy of the information collection plans may be obtained by calling the SAMHSA Reports Clearance Officer on (301) 443-7978.

Title: SAMHSA Application for Peer Grant Reviewers.

OMB Number: 0930-New.

Frequency: On-occasion.

Affected public: Individuals or households.

Section 501(h) of the Public Health Service (PHS) Act [42 U.S.C. 290aa] directs the Administrator of the Substance Abuse and Mental Health Services Administration (SAMHSA) to establish such peer review groups as are needed to carry out the requirements of Title V of the PHS Act. SAMHSA administers a large discretionary grants program under authorization of Title V, and for many years SAMHSA has funded grants to provide prevention and

treatment services related to substance abuse and mental health.

SAMHSA efforts to make improvements in the grants process have been shown by the restructuring of discretionary award announcements. In support of these efforts, SAMHSA desires to expand the types of reviewers it uses on these grant review committees. To accomplish that end, SAMHSA has determined that it is important to proactively seek the inclusion of new and qualified representatives on its peer review groups, and accordingly SAMHSA has developed an application form for use by individuals who wish to apply to serve as peer reviewers.

The application form has been developed to capture the essential information about the individual applicants. Although consideration was given to requesting a resume from interested individuals, it is essential to have specific information from all applicants about their qualifications; the most consistent method to accomplish this is completion of a standard form by all interested persons. SAMHSA will use the information about knowledge, education and experience provided on the applications to identify appropriate peer grant reviewers. Depending on their experience and qualifications, applicants may be invited to serve as either grant reviewers or review group chairpersons.

The following table shows the response burden estimated for the first year.

Number of respondents	Responses/respondent	Burden/Response, (hrs)	Total burden hours
500	1	1.5	750

Emergency approval is being requested because of the importance of including representatives of faith-based and community organizations as peer reviewers of grant applications at the earliest possible time in the FY 2004 review cycle. Upon receipt of OMB approval for this submission, SAMHSA will place this form on its Web site at <http://www.samhsa.gov> and will widely publicize its availability.

Written comments and recommendations concerning the proposed information collection should be sent within two weeks of this notice to: Lauren Wittenberg, Human Resources and Housing Branch, Office of Management and Budget, New Executive Office Building, Room 10235, Washington, DC 20503; due to potential delays in OMB's receipt and processing of mail sent through the U.S. Postal

Service, respondents are encouraged to submit comments by fax to: 202-395-6974.

Dated: December 8, 2003.

Anna Marsh,

Acting Executive Officer, SAMHSA.

[FR Doc. 03-30784 Filed 12-11-03; 8:45 am]

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DEPARTMENT OF HOMELAND SECURITY

[DHS/ICE-CBP-001]

Privacy Act of 1974; System of Records

AGENCY: Department of Homeland Security (DHS).

ACTION: Notice of Privacy Act System of Records.

SUMMARY: This notice addresses the previously established ADIS system, a portion of which is the U.S. Visitor and Immigrant Status Indicator Technology (US-VISIT) program. This notice allows the ADIS system to collect biometric and biographic data for US-VISIT. US-VISIT has created a new business process that integrates and enhances the capabilities of existing systems, including the ADIS system.

DATES: Written comments must be submitted on or before January 12, 2004.

ADDRESSES: Please address your comments to the Privacy Office, U.S. Department of Homeland Security, Washington, DC 20528. You must identify the Docket Number DHS/ICE-CBP-001 at the beginning of your comments, and you should submit two copies of the comments. You may also submit comments via e-mail at