

g. To disclose information to an appeal, grievance, or formal complaints examiner; equal employment opportunity investigator; arbitrator; union official or other official engaged in investigating or settling a grievance, complaint, or appeal filed by an employee.

h. To disclose information to the Office of Management and Budget for reviewing private relief legislation at any stage of the clearance process.

i. To provide a copy of the Department of the Treasury Form W-2, Wage and Tax Statement, to the State, city, or other local jurisdiction that is authorized to tax the employee's compensation. The record is provided by a withholding agreement between the State, city, or other local jurisdiction and the Department of the Treasury under 5 U.S.C. 5516, 5517, and 5520.

j. To disclose information to the Office of Human Resources Services in reporting civilian employment.

k. To disclose information to agency administrative offices who may restructure the data for management purposes.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Paper records are kept in file folders, within locked power files; microfiches in cabinets; and computer records within a computer and attached equipment. All paper records are secured with the National Payroll Center (NPC), which is a secured area at the GSA NPC in Kansas City, Missouri.

**RETRIEVAL:**

Records are filed by name or Social Security Number at each location.

**SAFEGUARDS:**

Records are stored in locked power files, within the NPC in Kansas City, when not in use by an authorized person. Electronic records are protected by a password system. The NPC is a secured access facility.

**DISPOSAL:**

The Heartland Finance Center disposes of the records by shredding or burning, as scheduled in the handbook GSA Records Maintenance and Disposition System (OAD P 1820.2).

**SYSTEM MANAGER AND ADDRESS:**

Director, National Payroll Center, General Services Administration (6BCY), 1500 East Bannister Road, Kansas City, MO 64131.

**NOTIFICATION PROCEDURE:**

An individual inquiry should be addressed to the system manager.

**RECORD REVIEW PROCEDURES:**

An individual request should be addressed to the system manager. Furnish full name, Social Security Number, address, telephone number, approximate dates and places of employment, and nature of the request.

**PROCEDURE TO CONTEST A RECORD:**

GSA rules for contesting the content of a record and appealing an initial decision are in 41 CFR 105-64.

**RECORD SOURCES:**

The sources are the individuals themselves, other employees, supervisors, officials of other agencies, State governments, record systems GSA/HRO-37, OPM/GOVT-1, EEOC/GOVT-1, and private firms.

[FR Doc. 04-15829 Filed 7-12-04; 8:45 am]

BILLING CODE 6820-34-P

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Agency for Healthcare Research and Quality**

**Agency Information Collection Activities: Proposed Collection; Comment Request**

**AGENCY:** Agency for Healthcare Research and Quality, HHS.

**ACTION:** Notice.

**SUMMARY:** This notice announces the intention of the Agency for Healthcare Research and Quality (AHRQ) to request the Office of Management and Budget (OMB) to allow the proposed information collection project: "Voluntary Customer Surveys Generic Clearance for the Agency for Healthcare Research and Quality" (formerly known as Voluntary Customer Satisfaction Survey Generic Clearance for the Agency for Healthcare Research and Quality). In accordance with the Paperwork Reduction Act of 1995, 44

U.S.C. 3506(c)(2)(A), AHRQ invites the public to comment on this proposed information collection request to allow AHRQ to conduct customers surveys.

**DATES:** Comments on this notice must be received by September 13, 2004.

**ADDRESSES:** Written comments should be submitted to: Cynthia D. McMichael, Reports Clearance Officer, AHRQ, 540 Gaither Road, Room #5022, Rockville, MD 20850.

**FOR FURTHER INFORMATION CONTACT:** Cynthia D. McMichael, AHRQ, Reports Clearance Officer, (301) 427-1651.

**SUPPLEMENTARY INFORMATION:**

**Proposed Project**

*"Voluntary Customer Surveys Generic Clearance for the Agency for Healthcare Research and Quality"*

In response to Executive Order 12862, the Agency for Healthcare Research and Quality (AHRQ) plans to conduct voluntary customer surveys to assess strengths and weaknesses in agency program services. Customer surveys to be conducted by AHRQ may include readership surveys from individuals using AHRQ automated and electronic technology databases to determine satisfaction with the information provided or surveys to assess effects of the grants streamlining efforts. Results of these surveys will be used in future program planning initiatives and to redirect resources and efforts, as needed, to improve AHRQ program services. The current clearance will expire September 30, 2004. This is a request for a generic approval from OMB to conduct customer surveys over the next three years.

**Method of Collection**

The data will be collected using a combination of methodologies appropriate to each survey. These methodologies include:

- Evaluation forms;
- Mail surveys;
- Focus groups;
- Automated and electronic technology (e.g., e-mail, Web-based surveys, instant fax, AHRQ Publications Clearinghouse customer feedback); and,
- Telephone surveys.

**Estimated Annual Respondent Burden**

Type of survey	Number of respondents	Average burden/response	Total hours of burden
Mail/Telephone Surveys .....	51,200	.15	7,680
Automated/Web-based .....	52,000	.163	8,476
Focus Groups .....	200	1.0	200

Type of survey	Number of respondents	Average burden/response	Total hours of burden
Totals .....	103,400	NA	16,356

**Request for Comments**

In accordance with the above cited Paperwork Reduction Act legislation, comments on the AHRQ's information collection are requested with regard to any of the following: (a) Whether the proposed collection of information is necessary for the proper performance of functions of AHRQ, including whether the information will have practical utility; (b) the accuracy of the Agency's estimate of the burden (including hours and costs) 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 the use of automated collection techniques or other forms of information technology.

Comments submitted in response to this notice will be summarized and included in the request for OMB approval of the proposed information collection. All comments will become a matter of public record.

Dated: July 6, 2004.

**Carolyn M. Clancy,**  
Director.

[FR Doc. 04-15786 Filed 7-12-04; 8:45 am]

BILLING CODE 4160-90-M

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Centers for Disease Control and Prevention**

**Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Request for Applications To Determine the Pharmacokinetics of Clostridium Botulinum Neurotoxins A, B, C, E, and F, Program Announcement Number 04099**

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 meeting: Request for Applications To Determine the Pharmacokinetics of Clostridium Botulinum Neurotoxins A, B, C, E, and F, Program Announcement Number 04099.

Name: Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Request for Applications to

Determine the Pharmacokinetics of Clostridium Botulinum Neurotoxins A, B, C, E, and F, Program Announcement Number 04099.

Times and Dates: 1 p.m.-1:30 p.m., July 29, 2004 (open); 1:30 p.m.-3:30 p.m., July 29, 2004 (closed).

Place: Teleconference number 1-877-951-9728, pass code 362242.

Status: Portions of the meeting will be closed to the public in accordance with provisions set forth in section 552b(c)(4) and (6), title 5 U.S.C., and the Determination of the Director, Management Analysis and Services Office, CDC, pursuant to Public Law 92-463.

Matters to be Discussed: The meeting will include the review, discussion, and evaluation of applications received in response to Program Announcement Number 04099.

Contact Person for More Information: Trudy Messmer, Ph.D., Scientific Review Administrator, National Center for Infectious Diseases, CDC, 1600 Clifton Road, NE., MS-C19, Atlanta, GA 30333, telephone (404) 639-37706.

The Director, Management Analysis and Services Office, has been delegated the authority to sign Federal Register notices pertaining to announcements of meetings and other committee management activities, for both CDC and the Agency for Toxic Substances and Disease Registry.

Dated: July 7, 2004.

**Alvin Hall,**

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

[FR Doc. 04-15792 Filed 7-12-04; 8:45 am]

BILLING CODE 4163-18-P

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Centers for Disease Control and Prevention**

**Disease, Disability, and Injury Prevention and Control; Special Emphasis Panel (SEP): Monitoring Atypical HIV Strains Among Persons Newly Diagnosed With HIV Using Blood Spots vs. Diagnostic Sera, Program Announcement Number 04118**

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 meeting:

Name: Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Monitoring Atypical HIV Strains

Among Persons Newly Diagnosed with HIV Using Blood Spots vs. Diagnostic Sera, Program Announcement Number 04118.

Times and Dates: 8:30 a.m.-9:15 a.m., August 3, 2004 (open), 9:15 a.m.-4:15 p.m., August 3, 2004 (closed).

Place: The Westin Buckhead Atlanta, 3391 Peachtree Road, NE., Atlanta, GA 30326, Telephone Number (404) 365-0065.

Status: Portions of the meeting will be closed to the public in accordance with provisions set forth in section 552b(c)(4) and (6), Title 5 U.S.C., and the Determination of the Director, Management Analysis and Services Office, CDC, pursuant to Public Law 92-463.

Matters to be Discussed: The meeting will include the review, discussion, and evaluation of applications received in response to Special Emphasis Panel (SEP): Monitoring Atypical HIV Strains Among Persons Newly Diagnosed with HIV Using Blood Spots vs. Diagnostic Sera, Program Announcement Number 04118.

For Further Information Contact: Noreen L. Qualls, DrPH, Scientific Review Administrator, Centers for Disease Control, National Center for HIV, STD, Office of the Associate Director for Science, 1600 Clifton Road NE., Mailstop E07, Atlanta, GA 30333, Telephone (404) 639-8006.

The Director, Management Analysis and Services Office, has been delegated the authority to sign Federal Register notices pertaining to announcements of meetings and other committee management activities, for both CDC and the Agency for Toxic Substances and Disease Registry.

Dated: June 29, 2004.

**Alvin Hall,**

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

[FR Doc. 04-15795 Filed 7-12-04; 8:45 am]

BILLING CODE 4163-18-P

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Centers for Disease Control and Prevention**

**Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Research Into the Public Health Aspects of West Nile Virus in the United States, PA #04052**

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 meeting:

Name: Disease, Disability, and Injury Prevention and Control Special Emphasis Panel (SEP): Research into the Public Health