

through intramural research, grants, and contractual processes, including provision of the full range of program fiscal control for the Institute's extramural grant and contract programs; (4) is responsible for: (a) providing budget guidance to NIAID program areas; (b) compiling and preparing the Institute budget and assuring that the budget meets the needs of the Institute management in controlling the financial aspects of its diverse and complex research programs in allergic and infectious diseases; (5) is responsible for devising financial data systems for NIAID that are beneficial in obtaining data for management decisions, and at the same time are sufficiently compatible with the central NIH accounting system so that dual reporting does not exist; (6) develops budget backup material for OMB and Congressional appropriation hearings and assists in the briefing of witnesses in defense of the budget before NIH, PHS, DHHS, and Congress; (7) serves as a focal point for the monitoring and clearance of budgetary and fiscal data as the result of Congressional and public inquiries; (8) provides fiscal data required in program evaluation and development, including developing, charting, and analyzing historical information depicting Council and fiscal year activity; (9) prepares special reports for the OD/NIAID Advisory Council and Subcommittees, and the NIH, DHHS, and OMB; (10) provides fact-finding, evaluation, and advisory staff services to the Division Directors; (11) maintains dollar control over the international transactions for the Institute; (12) designs, develops, and maintains the computer-based scientific and fiscal data collection, storage, and retrieval system for the Institute's contracts, grants, intramural research projects, fellowships and training awards; and (13) serves as an advisor to senior staff in the development of appropriate criteria and formats for the production of reports based on the data.

(2) After the heading *Office of Communications (HNM13)*, insert the following:

*Office of Human Resources Management (HNM14)*. (1) Advises the Director, Deputy Director for Management and Operations, and Division Directors and their staff on all aspects of personnel management; (2) evaluates Institute personnel programs; (3) provides central personnel management services for the NIAID; (4) provides leadership and planning for the NIAID on personnel policy development, training, personnel planning, recruitment, employee development, salary administration, equal employment opportunity, and

other personnel functions; (5) makes studies and recommendations to top Institute management for new or redirected personnel efforts and policies; and (6) works closely with the Director, OHRM/NIH and staff in all aspects of personnel management.

*Office of Technology Information Systems (HNM15)*. (1) Plans and evaluates requirements for database management systems (DBMS); (2) supports the day-to-day operation of client/server database systems; (3) directs the integration of the NIAID database systems into a cohesive, unified environment; (4) coordinates the database information systems to provide a secure, streamlined, and integrated information repository; (5) directs the development of DBMS systems from the initial requirements analysis to the final deployment of production systems and project management of externally developed systems; (6) interacts with the NIH DBMS technical community to further the integration of NIAID systems with global NIH systems (ADB, MIS, IMPACT); (7) provides oversight for the migration of existing stand-alone applications (EDS, PAF, PATS, PAM) into an integrated, client/server platform; (8) provides basic personal computer hardware and software support services to the staff; (9) provides in-depth guidance and supports working with existing information technology personnel; (10) maintains or provides guidance for the maintenance of the LAN/WAN infrastructure, including the Local and Wide area network cabling plant, backbone connections, routers, protocol routing, and problem resolution; (11) maintains or consults on the support of file and print servers, e-mail, host access (Delpro), and backup services; (12) is responsible for the design and implementation of new LAN/WAN infrastructures (including renovations and upgrades to meet changes in technical industry standards; (13) provides solution enhancements and extensions to existing systems; (14) extends the reach of in-house E-mail systems to inter-operate with other E-mail systems; and maintains streamlined connectivity with other NIH systems; (15) is responsible for vision, trial, and implementation of new technologies (e.g.: video-conferencing; digital imaging; remote computing/telecommuting; document imaging and archiving; virtual reality technologies, cellular/wireless technologies (voice and data); and Internet access to multimedia information [Gopher, Mosaic] electronic scientific journals.); and (16) as negotiated with other

organizations, provides all or selected functions noted above under the NIH service center concept.

(3) Under the heading *Office of Administrative Management (HNM17)*, delete the title and functional statement in their entirety and substitute the following:

*Office of Administrative Services (HNM17)*. (1) Exercises the responsibilities of the Executive Officer, NIAID; (2) directs, coordinates, and conducts administrative activities of the Institute by providing assistance in the areas of: (a) administrative management and services for the extramural, intramural, and OD organizations of the Institute; (b) management analysis services; (c) network services; and (d) acquisition management services; (3) advises the Director, Deputy Director for Management and Operations, and Division Directors on developments in management and their implications and effects on program management; (4) develops policies on administrative management and prepares and issues procedures and guidelines for implementation of administrative policies and requirements; and (5) coordinates the government ethics program of the Institute.

(4) Under the heading *Office of Tropical Medicine and International Research (HNM19)*, delete the title and functional statement in their entirety.

Dated: January 26, 1995.

**Harold Varmus,**

*Director, NIH.*

[FR Doc. 95-7516 Filed 3-27-95; 8:45 am]

BILLING CODE 4140-01-M

## **Substance Abuse and Mental Health Services Administration**

### **Meeting of the Substance Abuse Prevention Conference Review Committee**

Pursuant to Pub. L. 92-463, notice is hereby given of the meeting of the Substance Abuse Prevention Conference Review Committee, in April 1995.

The meeting of the Committee will include discussion of announcements and reports of administrative, legislative, and program developments. The Committee will also be performing review of applications for Federal assistance; therefore, a portion of this meeting will be closed to the public as determined by the Administrator, SAMHSA, in accordance with 5 U.S.C. 552b(c)(6) and 5 U.S.C. app. 2 10(d).

A summary of the meeting and roster of committee members may be obtained from: Ms. D. Herman, Committee Management Liaison, Office of

Extramural Activities Review, SAMHSA, Rockwall II Building, Suite 630, 5600 Fishers Lane, Rockville, MD 20857, Telephone: (301) 443-4783.

Substantive program information may be obtained from the contact whose name, room number, and telephone number is listed below.

*Committee Name:* Substance Abuse Prevention Conference Review Committee  
*Meeting Date(s):* April 10-13, 1995  
*Place:* Residence Inn—Bethesda, 7335 Wisconsin Avenue, Bethesda, Maryland 20814

*Open:* April 10, 1995, 8:30 a.m.-9:30 a.m.  
*Closed:* April 10, 1995, 9:30 a.m. to April 13, 1995, at adjournment

*Contact:* Ferdinand W. Hui, Ph.D.; Rockwall II Building, Suite 630, Telephone: (301) 443-9912.

Dated: March 22, 1995.

**Jeri Lipov,**

*Committee Management Officer, Substance Abuse and Mental Health Services Administration.*

[FR Doc. 95-7573 Filed 3-27-95; 8:45 am]

BILLING CODE 4162-20-P

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**Office of Administration**

[Docket No. N-95-3908]

**Notices of Submission of Proposed Information Collections to OMB**

**AGENCY:** Office of Administration, HUD.

**ACTION:** Notice.

**SUMMARY:** The proposed information collection requirements described below

have been submitted to the Office of Management and Budget (OMB) for review, as required by the Paperwork Reduction Act. The Department is soliciting public comment on the subject proposals.

**ADDRESSES:** Interested persons are invited to submit comment regarding these proposals. Comments must be received within thirty (30) days from the date of this Notice. Comments should refer to the proposal by name and should be sent to: Joseph F. Lackey, Jr., OMB Desk Officer, Office of Management and Budget, New Executive Office Building, Washington, DC 20503.

**FOR FURTHER INFORMATION CONTACT:** Kay F. Weaver, Reports Management Officer, Department of Housing and Urban Development, 451 7th Street, Southwest, Washington, DC 20410, telephone (202) 708-0050. This is not a toll-free number. Copies of the proposed forms and other available documents submitted to OMB may be obtained from Ms. Weaver.

**SUPPLEMENTARY INFORMATION:** The Department has submitted the proposals for the collections of information, as described below, to OMB for review, as required by the Paperwork Reduction Act (44 U.S.C. Chapter 35).

The Notices list the following information: (1) The title of the information collection proposal; (2) the office of the agency to collect the information; (3) the description of the need for the information and its proposed use; (4) the agency form number, if applicable; (5) what members of the public will be affected by the

proposal; (6) an estimate of the total number of hours needed to prepare the information submission including number of respondents, frequency of response, and hours of response; (7) whether the proposal is new or an extension, reinstatement, or revision of an information collection requirement; and (8) the names and telephone numbers of an agency official familiar with the proposal and of the OMB Desk Officer for the Department.

**Authority:** Section 3507 of the Paperwork Reduction Act, 44 U.S.C. 3507; Section 7(d) of the Department of Housing and Urban Development Act, 42 U.S.C. 3535(d).

Dated: March 17, 1995.

**David S. Cristy,**

*Acting Director, Information Resources Management Policy and Management Division.*

**Notices of Submission of Proposed Information Collection to OMB**

*Proposal:* Schedule of Pooled Project Mortgage.

*Office:* Government National Mortgage Association.

*Description of the need for the information and its proposed use:* Form HUD-11721 provides a means of identifying specific project mortgages in the pool and assures that all required mortgage documents have been delivered to a document custodian. This information is necessary to assure GNNA's interest in the pooled mortgage in event of a default.

*Form Number:* HUD-11721.

*Respondents:* Businesses or Other For-Profit and the Federal Government.

*Reporting Burden:*

	Number of respondents	×	Frequency of response	×	Hours per response	=	Burden hours
HUD-11721 .....	80		5		.1		40

*Total Estimated Burden Hours:* 40.

*Status:* Extension with changes.

*Contact:* Brenda Countee, HUD, (202) 708-2234; Joseph F. Lackey, Jr., OMB, (202) 395-7316.

Dated: March 17, 1995.

*Proposal:* Schedule of Pooled Loans—Manufactured Home Loans; Issuer Certification of Pool Composition—Manufactured Home Loans.

*Office:* Government National Mortgage Association.

*Description of the Need for the Information and Its Proposed Use:* The information collected provides a means of identifying specific manufactured home loans in the pool and assure that all the required loans and related documents have been delivered to a document custodian. In addition this

information is necessary to assure GNNA's interest in the pooled loans in the event of a default and to provide information on interest rates, terms, and constraints for manufactured home loan pools.

*Form Number:* HUD-11725 and HUD-11739.

*Respondents:* Businesses or Other For-Profit and the Federal Government.

*Reporting Burden:*

	Number of respondents	×	Frequency of response	×	Hours per response	=	Burden hours
HUD-11725 .....	12		20		.25		60
HUD-11739 .....	12		20		.25		60