

**3. Office of Beneficiary Relations (FCC)**

- Advises the Associate Administrator, HCFA senior staff and HCFA components on HCFA's policies and actions affecting Medicare and Medicaid beneficiaries.
- Promotes within HCFA an awareness of the needs and concerns of HCFA's beneficiaries (including those segments of the beneficiary population with special information or service needs), their families, caregivers and representatives.
- Maintains a close working relationship with other Federal and State agencies, and beneficiary representative organizations.
- Identifies the need for changes in information, benefits and services, and assesses the impact of proposed HCFA actions on current and future beneficiaries.
- Conducts and coordinates within HCFA the assessment of beneficiary needs, the measurement of beneficiary satisfaction with HCFA programs, policies and operations, and the development of customer service standards; serves as a resource with respect to these activities and the information collected through them.
- Participates with other HCFA components in the development and implementation of strategies and program objectives affecting beneficiary services.
- Responds to beneficiary inquiries involving access to and utilization of the Medicare and Medicaid programs and related issues.
- Plans, directs, and coordinates the production of audio and film products such as public service announcements and informational films, and the preparation and publication of general purpose publications such as *The Medicare Handbook*, *The Guide to Nursing Homes*, etc.
- Reviews and clears print, audiovisual, and exhibit plans and materials intended for use with beneficiary populations, and secures such clearances as needed through the Office of the Assistant Secretary for Public Affairs.
- Administers a wide variety of contracts, grant programs and interagency agreements, within HCFA, to assist in the conduct of its beneficiary service responsibilities.
- Works in cooperation with the Office of Media Relations to determine and meet the information needs of the public with respect to issues of concern to beneficiaries and their representatives.
- Coordinates other HCFA activities directly related to beneficiary services as they arise.

**4. Freedom of Information and Privacy Office (FCE)**

- Conducts activities necessary to the receipt, management, response, and reporting requirements of the Department under the Freedom of Information Act (FOIA) regarding all requests received by HCFA.
- Maintains a log of all FOIA requests received by the central office, refers requests to the appropriate components within headquarters, the regions or among carriers and intermediaries for the collection of the documents requested. Makes recommendations and prepares replies to requesters, including denials of information as permitted under FOIA, and drafts briefing materials and responses in connection with appeals of denials decisions.
- Consults with the Office of the General Counsel and the Department of Health and Human Services' Freedom of Information Officer and external agencies regarding denials, releases, and appeals.
- Provides in house training, internal and external work plans, and guidance for FOIA coordinators and management officials in HCFA central and regional office components, and maintains up-to-date knowledge of Federal Court decisions interpreting FOIA.
- Prepares guidelines and Medicare/Medicaid manual changes regarding FOIA program, keeps track of any changes levied for FOIA research process activities, and assures prompt payment.
- Establishes and monitors HCFA's policies and guidelines for the implementation of Privacy Act safeguards of records. This is accomplished by utilizing the administrative issuances system (AIS) guides and training.
- Directs the maintaining and amending of HCFA-wide records for confidentiality and disclosure to the Privacy Act to include: planning, organizing, initiating and controlling privacy matching assignments.
- Develops HCFA comments and recommendations for reports, proposed policy and proposed legislation; coordinates appropriate privacy issues for FOIA requests; and responds to congressional, public and other agencies on Privacy Act issues.
- Publishes notices describing Privacy Act records systems and provides advice and guidance to HCFA components on issues as required by the Privacy Act.
- Follows necessary clearance procedures for proposals, and new system integrations.
- Maintains case records and the FOIA filing system, monitors and

reviews FOIA office production reports and administrative responsibilities.

- Plans, directs, and coordinates studies to ascertain trends and developments in disclosures of information requested under the Freedom of Information Act. Develops these findings into various alternatives and recommendations for the more effective handling of FOI requests and presents them to management prior to implementation. Provides input to the Department on any proposed changes to FOI procedures.
- Defines the scope of requests and adequacy of records available.

Dated: May 19, 1995.

**Donna E. Shalala,**

*Secretary.*

[FR Doc. 95-13182 Filed 5-30-95; 8:45am]

BILLING CODE 4120-01-M

**National Institutes of Health****National Cancer Institute; Notice of Meetings**

Pursuant to Pub. L. 92-463, notice is hereby given of the meetings of the National Cancer Institute for June 1995.

These meetings will be open to the public to discuss administrative details or other issues relating to committee activities as indicated in the notice and for the review of concepts being considered for funding. Attendance by the public will be limited to space available.

These meetings will be closed to the public as indicated below in accordance with the provisions set forth in secs. 552b(c)(4) and 552b(c)(6), Title 5, U.S.C. and sec. 10(d) of Pub. L. 92-463, for the review, discussion and evaluation of individual grant applications, previous site visit reports, and for the critique and evaluation of extramural/intramural programmatic and personnel policies, including consideration of personnel qualifications and performance and the competence of individual investigators. These applications, reports and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, programs, and projects, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Ms. Carole Frank, the Committee Management Officer, National Cancer Institute, Executive Plaza North, Room 630E, 6130 Executive Blvd MSC 7405, Bethesda, Maryland 20892-7405, (301-496-5708) will provide a summary of the meetings and the roster of

committee members, upon request. Other information pertaining to the meetings may be obtained from the contact person indicated below.

Individuals who plan to attend and need special assistance, such as sign language interpretation or other reasonable accommodations, should notify the contact person listed for that particular meeting.

*Committee Name:* Cancer Research Manpower and Education Review Committee (Subcommittee A).

*Contact Person:* Dr. Mary Bell, Scientific Review Administrator, National Cancer Institute, NIH, Executive Plaza North, Rm. 611A, 6130 Executive Blvd., Rockville, MD 20892-7094, Telephone: (301) 496-7978.

*Date of Meeting:* June 11-13, 1995.

*Place of Meeting:* The Holiday Inn, 5520 Wisconsin Avenue, Chevy Chase, MD 2081.

*Closed:* June 11, 1995, 7:30 pm to recess, June 12, 1995, 8 am to recess, June 13, 1995, 8 am to adjournment.

*Agenda:* Review, discussion, and evaluation of individual grant applications.

*Committee Name:* Board of Scientific Counselors, Division of Cancer Treatment.

*Contact Person:* Dr. Robert Wittes, Acting Executive Secretary National Cancer Institute, NIH, Building 31A, Room 3A44, 9000 Rockville Pike, Bethesda, MD 20892, Telephone: (301) 496-4291.

*Date of Meeting:* June 19, 1995.

*Place of Meeting:* Building 31C, Conference Room 10, National Institutes of Health, 9000 Rockville Pike, Bethesda, MD 20892.

*Open:* 8 am to approximately 1 pm.

*Agenda:* Review program plans, concepts of contract recompetitions and budget for the DCT program.

*Closed:* 1 pm to adjournment.

*Agenda:* Review, discussion and evaluation of individual extramural/intramural programmatic and personnel policies including consideration of personnel qualifications and the performance and competence of individual investigators.

This notice is being published less than fifteen days prior to the meeting due to the urgent need to meet timing limitations imposed by the review cycle.

(Catalog of Federal Domestic Assistance Program Numbers: 93.393, Cancer Cause and Prevention Research; 93.394, Cancer Detection and Diagnosis Research; 93.395, Cancer Treatment Research; 93.396, Cancer Biology Research; 93.397, Cancer Centers Support; 93.398, Cancer Research Manpower; 93.399, Cancer Control.)

Dated: May 24, 1995.

**Susan K. Feldman,**

*Committee Management Officer, NIH.*

[FR Doc. 95-13272 Filed 5-30-95; 8:45 am]

BILLING CODE 4140-01-M

### National Heart, Lung, and Blood Institute; Notice of Closed Meetings

Pursuant to Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), notice

is hereby given of the following Heart, Lung, and Blood Special Emphasis Panel (SEP) meetings:

*Name of SEP:* RFA for Specialized Centers of Research on Hematopoietic Stem Cell Biology.

*Date:* June 13-15, 1995

*Time:* 8:00 p.m.

*Place:* Holiday Inn, Chevy Chase, Maryland  
*Contact Person:* Eric H. Brown, Ph.D., 6701 Rockledge Drive, Room 7204, Bethesda, Maryland 20892-7924, (301) 435-0299.

*Purpose/Agenda:* To review and evaluate grant applications.

*Name of SEP:* Demonstration and Education Research Grants.

*Date:* July 18-19, 1995.

*Time:* 9:00 a.m.

*Place:* Stouffer Concourse Hotel, Arlington, Virginia.

*Contact Person:* Louise Corman, Ph.D., 6701 Rockledge Drive, Room 7180, Bethesda, Maryland 20892-7924, (301) 435-0270.

*Purpose/Agenda:* To review and evaluate grant applications.

These meetings will be closed in accordance with the provisions set forth in sec. 552b(c)(4) and 552b(c)(6), Title 5, U.S.C. Applications and/or proposals and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the applications and/or proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

This notice is being published less than fifteen days prior to the meeting due to the urgent need to meet timing limitations imposed by the grant review cycle.

(Catalog of Federal Domestic Assistance Programs Nos. 93.837, Heart and Vascular Diseases Research; 93.838, Lung Diseases Research; and 93.839, Blood Diseases and Resources Research, National Institutes of Health.)

Dated: May 24, 1995.

**Susan K. Feldman,**

*Committee Management Officer, NIH.*

[FR Doc. 95-13273 Filed 5-30-95; 8:45 am]

BILLING CODE 4140-01-M

### National Institute of Mental Health; Amended Notice of Meeting

Notice is hereby given of a change in the meeting of the National Institute of Mental Health Initial Review Group, Psychobiology, Behavior, and Neuroscience Review Committee, which was published in the **Federal Register** on April 17, 1995 (60 CFR 19268).

This committee was to have convened at 9 a.m. on June 19 at the Ramada Inn Rockville in Rockville, Maryland. The location has been changed to the Crowne Plaza Holiday Inn, 1750 Rockville Pike, Rockville, MD 20857.

Dated: May 24, 1995.

**Susan K. Feldman,**

*Committee Management Officer, NIH.*

[FR Doc. 95-13274 Filed 5-30-95; 8:45 am]

BILLING CODE 4140-01-M

### National Institute of Mental Health; Notice of Meeting

Pursuant to Pub. L. 92-463, notice is hereby given to the meeting of the Extramural Science Advisory Board of the National Institute of Mental Health (NIMH) for July 1995.

The entire meeting will be open to the public for discussion of the NIMH grant portfolio. Attendance by the Public will be limited to space available. If individuals who plan to attend need special assistance, such as sign language interpretation or other reasonable accommodations, or need other information pertaining to the meeting, notify the contact person named below in advance of the meeting.

*Name of Committee:* Extramural Science Advisory Board, NIMH.

*Date:* July 24, 1995; 8:30 a.m.—Recess. July 25, 1995; 8:30 a.m.—Adjournment.

*Place:* Conference Room 6, Building 31, National Institutes of Health, 9000 Rockville Pike, Bethesda, MD 20892.

*Contact Person:* Andrea Baruchin, Ph.D., Executive Secretary, Parklawn Building, Room 17C-26, 5600 Fishers Lane, Rockville, MD 20857, Telephone: 301, 443-4335.

*Purpose/Agenda:* To discuss the Institute's portfolio.

(Catalog of Federal Domestic Assistance Program Numbers 93.126, Small Business Innovation Research; 93.176, ADAMHA Small Instrumentation Program Grants; 93.242, Mental Health Research Grants; 93.281, Mental Research Scientist Development Award and Research Scientist Development Award for Clinicians; 93.282, Mental Health Research Service Awards for Research Training; and 93.921, ADAMHA Science Education Partnership Award.)

Dated: May 24, 1995.

**Susan K. Feldman,**

*Committee Management Officer, NIH.*

[FR Doc. 95-13275 Filed 5-30-95; 8:45 am]

BILLING CODE 4140-01-M

### National Institute of Mental Health; Notice of Closed Meeting

Pursuant to Section 10(d) of the Federal Advisory Committee Act, as amended (5 U.S.C. Appendix 2), notice is hereby given of the following meeting of the National Institute of Mental Health Special Emphasis Panel:

*Agenda/Purpose:* To review and evaluate grant applications.

*Committee Name:* National Institute of Mental Health Special Emphasis Panel.

*Date:* July 18, 1995.