

150: Time: 15 minutes; Burden: 38 hours—Contact Sheets—Number: 21,000; Time: 5 minutes; Burden: 1,750 hours—Administrative Burden—468 hours—Total Burden—13,173 hours.

OMB Desk Officer: Allison Eyd.

Copies of the information collection packages listed above can be obtained by calling the OS Reports Clearance Officer on (202) 619-1053. Written comments and recommendations for the proposed information collection should be sent directly to the OMB desk officer designated above at the following address: Human Resources and Housing Branch, Office of Management and Budget, New Executive Office Building, Room 10235, 725 17th Street NW., Washington, DC 20503.

Dated: February 5, 1996.

Dennis P. Williams,

*Deputy Assistant Secretary, Budget.*

[FR Doc. 96-3336 Filed 2-14-96; 8:45 am]

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### **Program Support Center; Statement of Organization, Functions and Delegations of Authority**

Part P, (Program Support Center) of the Statement of Organization, Functions and Delegations of Authority for the Department of Health and Human Services (60 FR 51480, October 2, 1995 as amended most recently at 61 FR 1761, January 23, 1996) is amended to reflect changes in Chapter PA within Part P, Program Support Center (PSC), Department of Health and Human Services (DHHS).

#### **Program Support Center**

*Under Section P-20, Functions, after the title and statement for Chapter PA, Office of the Director, add the following titles and statements:*

#### *Office of Budget and Finance (PA2)*

(1) Prepares the PSC budget for presentation to and approval by the Board of Directors to the HHS Service and Supply Fund; (2) Executes approved PSC budgets, issuing allotments and allowances as approved by the Director, PSC, and consistent with funding levels approved by the Board; (3) Provides leadership and direction for PSC financial management activities; (4) Develops policies and instructions for PSC budget preparation and presentation; (5) Prepares periodic reports on the status of PSC funds; (6) Issues FTE ceiling vouchers to PSC components, controls FTEs allocated to the PSC components and prepares quarterly FTE reports for submission to the Department and OMB; (7) Collaborates in the development of

financial planning for PSC; (8) Prepares responses and special analyses to answer inquiries with budgetary implications; (9) Provides technical financial consultation, advice and training to staff located in PSC components; and (10) Reviews and coordinates arrangements of inter- and intra-agency funding for projects and functions.

#### *Office of Marketing (PA3)*

(1) Provides an overall marketing program for the PSC to market services on a fee-for-service basis to current and prospective customers both internally and externally of DHHS; (2) Develops products to support and enhance the marketing of PSC services, including presentations, brochures, and detailed technical descriptions; (3) Develops, directs and markets strategic promotional plans to add to the customer base and enhance the visibility, credibility and utility of the PSC; and (4) Designs and conducts customer surveys and research projects to determine customer attitudes and determine if PSC Services' products are meeting customer requirements.

#### *Office of Equal Employment Opportunity (PA4)*

(1) Develops and recommends for adoption PSC-wide EEO policies, goals, and priorities designed to carry out the intent of the Office of Personnel Management, Equal Employment Opportunity Commission and DHHS equal employment opportunity policies and requirements under Executive Order 11478; (2) Provides leadership, direction, and technical guidance to PSC Services for the development of comprehensive EEO programs and plans; (3) Develops plans, programs, and procedures designed to assure the prompt receipt, investigation, and resolution of complaints of alleged discrimination by reason of race, sex, age, religion, national origin, or handicap; (4) Coordinates the development of comprehensive special emphasis programs to assure full recognition of the needs of women, Hispanics, other minorities, and the handicapped in hiring and employment; (5) Assures the development of training courses in EEO for all PSC supervisory personnel; (6) Monitors the effectiveness of EEO progress in PSC and prepares, or coordinates the preparation of, reports and analyses designed to show the status of employment of women and minorities in the PSC; and (7) Provides technical assistance and coordinates and monitors the development and preparation of the PSC-wide Affirmative Action Program.

#### *Office of Management Operations (PA5)*

(1) Provides administrative and staff support services to the Office of the Director, PSC; (2) Develops, coordinates, and implements policies, standards, and procedures governing the administration of the PSC delegations of authority; (3) Develops, coordinates, and implements policies, standards, and procedures governing the establishment and maintenance of effective organizational structures and functional alignments within the PSC; (4) Administers the Standard Administrative Code (SAC) system for the PSC; (5) Monitors, evaluates, and controls the preparation of PSC responses and proposed DHHS responses to PSC-related OIG reports (including internal reviews, analyses and inspections, and investigations); (6) Coordinates and implements DHHS policies and procedures regarding the Privacy Act of 1974 and the Freedom of Information Act for the PSC; (7) Coordinates the implementation of the Government Performance and Results Act (GPRA) within the PSC; and (8) Provides management analysis assistance to PSC components and/or task groups, conducts management improvement studies, and special management problem analyses.

This reorganization is effective upon date of signature.

Dated: February 9, 1996.

John C. West,

*Acting Director, Program Support Center.*

[FR Doc. 96-3486 Filed 2-14-96; 8:45 am]

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### **Health Care Financing Administration**

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

**AGENCY:** Health Care Financing Administration, HHS.

In compliance with the Paperwork Reduction Act (44 U.S.C. 3501 et seq.) this notice is publishing the following summaries of proposed collections for public comment. The title, description, and respondent description of the information collection are shown below with an estimate of the annual reporting and recordkeeping burden. Included in the estimate is the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any