

## FEDERAL PERCENTAGES AND FEDERAL MEDICAL ASSISTANCE PERCENTAGES, EFFECTIVE OCTOBER 1, 1997–SEPTEMBER 30, 1998 (FISCAL YEAR 1998)—Continued

| State                          | Federal percentages | Federal medical assistance percentages |
|--------------------------------|---------------------|--|
| New Mexico .....               | 65.00               | 72.61                                  |
| New York .....                 | 50.00               | 50.00                                  |
| North Carolina .....           | 58.99               | 63.09                                  |
| North Dakota .....             | 65.00               | 70.43                                  |
| Northern Mariana Islands ..... | 50.00               | 50.00                                  |
| Ohio .....                     | 53.49               | 58.14                                  |
| Oklahoma .....                 | 65.00               | 70.51                                  |
| Oregon .....                   | 57.18               | 61.46                                  |
| Pennsylvania .....             | 50.00               | 53.39                                  |
| Puerto Rico .....              | 50.00               | 50.00                                  |
| Rhode Island .....             | 50.00               | 53.17                                  |
| South Carolina .....           | 65.00               | 70.23                                  |
| South Dakota .....             | 64.16               | 67.75                                  |
| Tennessee .....                | 59.28               | 63.36                                  |
| Texas .....                    | 58.09               | 62.28                                  |
| Utah .....                     | 65.00               | 72.58                                  |
| Vermont .....                  | 57.98               | 62.18                                  |
| Virgin Islands .....           | 50.00               | 50.00                                  |
| Virginia .....                 | 50.00               | 51.49                                  |
| Washington .....               | 50.00               | 52.15                                  |
| West Virginia .....            | 65.00               | 73.67                                  |
| Wisconsin .....                | 54.26               | 58.84                                  |
| Wyoming .....                  | 58.91               | 63.02                                  |

\*For purposes of section 1118 of the Social Security Act, the percentage used under titles I, X, XIV, and XVI and Part A of title IV will be 75 per centum.

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### Administration for Children and Families

#### Statement of Organization, Functions, and Delegations of Authority

This Notice amends Part K of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) as follows: Chapter K, Administration for Children and Families (60 FR 58628), as last amended, November 28, 1995; Chapter KA, Office of the Assistant Secretary for Children and Families (60 FR 40586), as last amended, August 9, 1995; Chapter KJ, Office of Regional Operations and State Systems (60 FR 40586), as last amended, August 9, 1995; Chapter KL, Office of Staff Development and Organizational Resources (60 FR 58628), as last amended, November 28, 1995; Chapter KP, Office of Program Support (60 FR 40586), as last amended, August 9, 1995; Chapter KT, Office of Legislative Affairs and Budget (60 FR 40586), as last amended, August 9, 1995; and Chapter KU, Office of Human Resource Management (60 FR 58628), as last amended, November 28, 1995. This reorganization of staff offices will realign several major functions of ACF

and create an Office of Administrative Services and Facilities Management. These Chapters are amended as follows:

I. Amend K.10—Organization. After “Office of Human Resource Management (KU),” add the following: “Office of Administrative Services and Facilities Management (KV).”

II. A. Amend KA.10—Organization. Delete “U.S. Advisory Board on Child Abuse and Neglect Staff” (KAE) and “U.S. Commission on Child and Family Welfare Staff” (KAF).

B. Amend KA.20—Functions. Delete Paragraph A in its entirety and replace with the following:

KA.20—Functions. A. The Office of the Assistant Secretary is responsible to the Secretary for carrying out ACF’s mission and provides executive supervision to the major components of ACF.

These responsibilities include providing executive leadership and direction to plan and coordinate ACF program activities to assure their effectiveness, approving instructions, policies, publications, and grant awards issued by ACF, and representing ACF in relationships with governmental and non-governmental organizations. The Assistant Secretary for Children and Families also serves as the Director of the Office of Child Support Enforcement, and signs official Child Support Enforcement documents as the

Assistant Secretary for Children and Families.

The Deputy Assistant Secretary for Program Operations serves as principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of strategic and operational management issues. The Deputy Assistant Secretary for Program Operations serves as ACF liaison to the General Counsel and, as appropriate, initiates action in securing resolution of legal matters relating to management of the agency, and represents the Assistant Secretary on all administrative litigation matters. The Deputy Assistant Secretary provides day-to-day executive leadership and direction for the Office of Human Resource Management, the Equal Employment Opportunity/Civil Rights and Special Initiatives Staff, the Office of Staff Development and Organizational Resources, and the Office of Administrative Services and Facilities Management. The Deputy Assistant Secretary for Program Operations represents the Assistant Secretary in HHS and with other Federal agencies and task forces in defining objectives and priorities, and in coordinating activities associated with reinvention and continuous improvement initiatives.

The Deputy Assistant Secretary for Policy and External Affairs serves as the principal advisor and counsel to the Assistant Secretary for Children and

Families on all aspects of legislation, policy, strategic planning, performance measures and demonstration testing, research, evaluation, intergovernmental affairs, budget execution, budget formulation, and media. The Deputy Assistant Secretary for Policy and External Affairs develops broad policy strategies and concepts pertaining to ongoing and anticipated program issues and recommends legislation relevant to ACF programs. The Deputy Assistant Secretary for Policy and External Affairs formulates and presents ACF's program budgets; represents the Assistant Secretary for Children and Families in budget negotiations with the Department and the Office of Management and Budget (OMB); and assists in planning for and presenting the budget before the OMB and Congress. The Deputy Assistant Secretary for Policy and External Affairs represents the Assistant Secretary for Children and Families on intergovernmental matters, media affairs, and in contacts and negotiations with Congressional members and staff and executives of agencies and organizations. The Deputy Assistant Secretary for Policy and External Affairs provides executive leadership and direction to the Office of Legislative Affairs and Budget, the Office of Planning, Research and Evaluation and the Office of Public Affairs. The Deputy Assistant Secretary for Policy and External Affairs also provides oversight for agency commissions and advisory committees, including the President's Committee on Mental Retardation.

C. Delete Paragraphs D, "U.S. Advisory Board on Child Abuse and Neglect Staff" and E, "U.S. Commission on Child and Family Welfare Staff."

III. Retitle Chapter KJ. "The Office of Regional Operations and State Systems" as the "Office of Regional Operations," and replace with the following:

KJ.00 Mission  
KJ.10 Organization  
KJ.20 Functions

KJ.00 Mission. The Office of Regional Operations (ORO) recommends to and advises the Assistant Secretary on all strategic and operational activities related to implementation of the agency's programs at the regional level. It oversees the performance and operation of all Regional Offices, and coordinates with program offices on strategies and implementation of program initiatives.

KJ.10—Organization. The Office of Regional Operations is headed by a Director who reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Director (KJA)
- Regional Operations Staff (KJB)

KJ.20 Functions. A. Office of the Director provides executive leadership for administering the agency's programs and initiatives at the regional level. The Director provides direction to the Regional Operations Staff. The Director is the principal advisor to the Assistant Secretary for Children and Families on region-related matters.

The Director supervises and supports the Regional Hub Directors and Regional Administrators in administering Regional Office activities and establishing and implementing cross-cutting program initiatives. The Director establishes coordinative arrangements with program and staff office directors to assure that the Regional Hub Directors and Regional Administrators can oversee operations, fulfill program responsibilities, and have access to needed information. The Director advises the Assistant Secretary of problems that could prevent the Regional Offices from carrying out the mission of ACF and the Department.

The Director represents the Assistant Secretary in HHS and with other Federal agencies and task forces on Region-related activities.

In conjunction with Program and Regional Offices, the Director provides the leadership of ACF's partnership and monitoring activities. The Director is jointly responsible with the Office of Planning, Research and Evaluation for implementing performance measures for ACF's goals and objectives.

Within the Office of the Director, administrative staff assist the Director in managing the administrative, personnel, and salaries and expenses activities for the Office of Regional Operations.

B. The Regional Operations Staff develops and manages processes for liaison between ACF Regional Offices and the Assistant Secretary and program and staff offices in headquarters. The Staff supports Regional Offices by implementing and overseeing systems and procedures for communicating with and managing the workload emanating from the varied and diverse ACF Program Offices. The Staff monitors and evaluates Regional Office operations and makes plans for the utilization of regional resources to accomplish approved objectives. The Staff works with program offices to develop strategies for delivery of services to States and grantees.

IV. Delete Chapter KL.00, "Office of Staff Development and Organizational Resources", in its entirety and replace with the following:

KL.00 Mission

KL.10 Organization  
KL.20 Function

KL.00 Mission. The Office of Staff Development and Organizational Resources (OSDOR) serves as principal advisor to the Deputy Assistant Secretary for Program Operations and provides consultation, policy development, technical assistance and related services to all ACF components in the areas of training, staff development, organizational development and organizational analysis. Supports the implementation of ACF's streamlining efforts.

KL.10 Organization. The Office of Staff Development and Organizational Resources is headed by a Director who reports to the Deputy Assistant Secretary for Program Operations.

KL.20 Functions. The Office of Staff Development and Organizational Resources provides leadership in directing and managing agency-wide staff development and training activities for ACF. The Office is responsible for the functional management of all program, common needs and management training in the agency, including policy development, guidance, and technical assistance and evaluation of all aspects of program, career, employee, supervisory, management, executive and organizational development. Provides leadership in implementing the recommendations of the Staff Development and Training Team by managing/overseeing and monitoring the ACF Training Resource Center and institutionalizing long-term developmental training for ACF employees. Support the daily work and special projects of ACF employees by managing the Information Resource Center (library).

The Office serves as the principal source of advice through the Deputy Assistant Secretary for Program Operations to the Assistant Secretary on organizational design by collaborating with staff to develop high-leverage, tailored solutions to achieve measurable outcomes and to transform the agency to a quality organization that supports ACF's vision, values and goals. The Office advises the Assistant Secretary through the Deputy Assistant Secretary for Program Operations on all aspects of ACF organizational analysis including: planning for new organizational elements; and planning, organizing and performing studies, analysis and evaluations related to structural, functional and organizational issues, problems and policies to ensure organizational effectiveness. Conducts the review process for ACF

reorganization proposals. Acts as liaison with the HHS Office of the Assistant Secretary for Management and Budget to coordinate organizational proposals requiring Secretarial approval; prepares functional statements and official organizational charts. Administers ACF's system for review, approval, and documentation of delegations of authority and maintains the guidelines related to the delegations of authority.

V. Delete Chapter KP, "Office of Program Support", in its entirety and replace with the following:

KP.00 Mission

KP.10 Organization

KP.20 Functions

**KP.00 Mission.** The Office of Program Support (OPS) advises the Assistant Secretary for Children and Families on information resource, financial, grants, and procurement activities, both internal and external to ACF. The Director is the principal advisor to the Assistant Secretary for Children and Families on State systems matters. In addition, the Director serves as the Associate Deputy Director for Child Support Enforcement Systems and reports directly to the Director, Child Support Enforcement, on matters related to child support information systems. The Office develops, administers and coordinates financial, operational and budgetary policies, processes, and controls necessary to administer ACF programs and financial resources; directs discretionary and mandatory grant activities; oversees the utilization of information resources throughout ACF; directs ACF's information systems, computer centers and communications network activities; coordinates ACF's development and implementation of State systems policies and strategies; and administers and coordinates ACF's internal control activities.

**KP.10 Organization.** The Office of Program Support (OPS) is headed by a Director who reports directly to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Director (KPA)
- Office of Information Services (KPB)
- Office of Financial Services (KPC)
- Office of Management Services (KPD)
- Office of Customer Service and Administration (KPE)
- Office of State Systems/Child Support Information Systems (KPF)

**KP.20 Functions.** A. Office of the Director directs and coordinates all activities of the Office of Program Support. The Director serves as ACF's: Chief Financial Officer (CFO); ACF's Chief Grants Management Officer;

Federal Managers' Financial Integrity Act (FMFIA) Management Control Officer; Principal Information Resource Management Official serving as ACF's Chief Information Officer responsible for implementing the Information Technology Management Reform Act; and Reports Clearance Officer. The Director also serves as the Associate Deputy Director of Child Support Enforcement Systems and reports directly to the Director, Child Support Enforcement, on matters related to child support information systems. The Director serves as the ACF liaison with the Assistant Secretary for Management and Budget, the General Accounting Office, the Office of the Inspector General, and the Office of Management and Budget for areas under OPS' purview. The Office of Program Support (OPS) advises the Assistant Secretary for Children and Families on information resource, financial, grants, and procurement activities, both internal and external to ACF. The Office develops, administers and coordinates financial, operational policies, processes, and controls necessary to administer ACF programs and financial resources; directs discretionary and mandatory grant activities; oversees the utilization of information resources throughout ACF; directs ACF's information systems, computer centers and communications network activities; coordinates ACF's development and implementation of State systems policies and strategies; and administers and coordinates ACF's internal control activities.

B. Office of Information Services (OIS) provides centralized information technology policy, procedures, standards and guidelines; develops long-range information resource management (IRM) plans; develops IRM policy, procurement plans and budget for OIS; develops and implements procurement strategies for ADP support services; serves as the Deputy Chief Information Officer supporting ACF's responsibilities under the Information Technology Management Reform Act; reviews and analyzes all ADP acquisition documentation for compliance with applicable laws and regulations as well as for procurement strategy; coordinates technical assistance provided to program offices on ADP support services procurement; represents ACF on the Department's IRM Advisory Council; provides liaison and manages major interdepartmental IRM initiatives; conducts major information system reviews of ADP systems as required by the Department; directs and coordinates ACF's systems

security and privacy responsibilities; maintains an ACF-wide program data inventory; coordinates mandated OMB approvals required under the Paperwork Reduction Act; and plans, directs and maintains ACF electronic records management system.

OIS manages the National Computer Center facility which provides services to ACF components and authorized state and county computer users for programs administered by ACF; plans, manages, maintains and operates ACF's local area networks (LANs), national wide-area network (WAN) and personal computers; provides for equipment and software acquisition, maintenance and user support for end-user computing; manages and maintains a Help Desk for ACF users and provides information technology and software training in coordination with ACF components; develops plans and places orders for data communications services; provides liaison with HHS, GSA and private firms on data telecommunications matters; and provides assistance to ACF components to identify needs for and use of data telecommunications equipment and systems.

OIS designs, develops, implements and maintains application systems to support ACF administrative, budget and program systems; provides technical assistance to ACF program offices procuring system support services; provides technical assistance on automated systems to state and local agencies who are users of ACF's Computer Center; and develops software policy, procedures, standards and guidelines.

C. Office of Financial Services (OFS) supports the Director, OPS in fulfilling ACF's Chief Financial Officer, Management Control Officer, and Chief Grants Officer responsibilities including preparation of the CFO 5 Year Plan; performs audit oversight and liaison activities, including preparing reports to Congress, Office of the General Counsel and the Office of the Inspector General. OFS writes/interprets financial policy and researches appropriation law issues; oversees and coordinates ACF's FMFIA activities; performs debt management functions; and develops and administers quality assurance, training and certification programs for grants management; and responsible for the annual preparation and audit of ACF's financial statement requirements. It develops/interprets internal policies and procedures for OFS components and coordinates the management of ACF's interagency agreement activities.

OFS provides agency-wide guidance to program and regional office staff on grant related issues; including

developing and interpreting financial and grants policy, coordinating strategic grants planning, facilitating policy advisory groups, and assuring consistent grant program announcements. OFS prepares, coordinates and disseminates action transmittals, information memoranda, and other policy guidance on financial and grants management issues; provides financial and grants administration training and technical assistance to ACF staff and grantees; and in coordination with the Office of Management Services, directs and/or coordinates management initiatives to improve financial administration of ACF mandatory and discretionary grant programs. OFS also develops and delivers grants management training to ACF program and financial staff.

D. Office of Management Services (OMS) provides centralized management and administration of acquisitions for ACF headquarters components; assures that all contracts awarded conform to applicable statutes, regulations and policies; develops ACF policies, procedures and instructions for the award and administration of all ACF acquisitions; reviews and interprets proposed HHS and OMB regulations, circulars and directives pertaining to acquisition management; solicits, negotiates, awards, modifies, terminates and closes all acquisitions issued by ACF; conducts the Small and Disadvantaged Business Utilization Program; and provides training and technical assistance to program and staff components on significant acquisition policies and procedures. OMS serves as the lead for ACF in coordination and liaison within ACF and with the Department, OMB, GSA and other federal agencies on procurement management issues and activities.

OMS provides management and technical administration of ACF discretionary, formula, entitlement and block grants; assures that all grants awarded by ACF conform with applicable statutes, regulations, and policies; computes grantee allocations, prepares grant awards, ensures incorporation of necessary grant terms and conditions, and monitors grantee expenditures; analyzes financial needs under grant programs; provides data in support of apportionment requests; prepares reports and analyses on the grantee's use of funds; maintains liaison and coordination with appropriate ACF and HHS organizations to ensure consistency between ACF grant systems and the Department's grant payment systems; and provides technical assistance to ACF program and regional components on grant operations and technical grants management issues;

and performs audit resolution activities for ACF grant programs. OMS serves as the lead for ACF in coordination and liaison with the Department and other federal agencies on grants management and administration operational issues and activities.

E. Office of Customer Service and Administration (OCSA) develops and maintains a customer service plan for the OPS and conducts customer surveys for OPS; facilitates and assists in developing and writing standard operating procedures for all components within OPS; assists in office-specific training of OPS staff; assists OPS components with the provision of office-specific and functional training to program and regional offices; coordinates permanent and temporary teams formed within OPS; develops and maintains OPS staff directory and users' guide for OPS services.

OCSA is responsible for overseeing OPS' salaries and expenses budget. Provides direction to meet the human resource management needs within OPS; coordinates with the office which handles ACF's human resources activities and the Department to provide OPS staff with personnel services including position management, staffing, recruitment, employee and labor relations, employee assistance, payroll, staff development and training, and special hiring and placement programs; and maintains systems to track personnel actions to keep the Director of OPS and, as appropriate, the Directors of offices within OPS informed about the status of personnel actions, current full-time equivalency usage and salaries and expenses resources, and employee programs and benefits. All OPS personnel related issues, performance management activities and other administrative functions within OPS are handled within this office.

F. Office of State Systems/Child Support Information Systems (OSS) oversees the Department's responsibilities for Federal financial participation in the funding of State automated systems. It coordinates ACF's development and implementation of strategies and policies related to payment integrity, electronic benefits transfer, welfare systems integration, and related initiatives and programs. It directs state systems activities on partnership, collaborative efforts, and technical assistance activities.

The Office provides leadership for provision of technical assistance to States on information systems projects; and advances the use of computer technology in the administration of

welfare and social services programs by States.

The Office is responsible for developing departmental policies and procedures under which States obtain Federal financial participation in the cost of automated systems development to support programs funded under the Social Security Act. It serves as the departmental focal point for the development and implementation of strategies and policies related to payment integrity, welfare systems integration and related initiatives and programs; and provides leadership and guidance to interagency work groups in these areas for the Department.

The Office reviews, analyzes, and approves/disapproves State requests for Federal financial participation for automated systems development activities which support the AFDC, JOBS, Child Care, Head Start, Child Welfare, Foster Care, Social Services, and Refugee Resettlement programs. It provides assistance to States in developing or modifying automation plans to conform to Federal requirements. It monitors approved State systems development activities; conducts periodic reviews to assure State compliance with regulatory requirements applicable to automated systems supported by Federal financial participation. It provides guidance to States on functional requirements for these automated information systems. It promotes interstate transfer of existing automated systems and provides assistance and guidance to improve ACF's programs through the use of automated systems.

The Office has a separate organizational unit which reports to the Associate Deputy Director for Child Support Enforcement, who reports to the Director of Child Support Enforcement. It reviews, analyzes, and approves/disapproves State requests for Federal financial participation for automated systems development activities which support the Child Support program. It provides assistance to States in developing or modifying automation plans to conform to Federal requirements. It monitors approved State systems development activities; conducts periodic reviews to assure State compliance with regulatory requirements applicable to automated systems supported by Federal financial participation. It provides guidance to States on functional requirements for these automated information systems. It promotes interstate transfer of existing automated systems and provides assistance and guidance to improve ACF's programs through the use of automated systems.

VI. Delete KT, "Office of Legislative Affairs and Budget," in its entirety and replace with the following:

KT.00 Mission

KT.10 Organization

KT.20 Functions

KT.00 Mission. The Office of Legislative Affairs and Budget (OLAB) provides leadership in the development of legislation, budget, and policy, ensuring consistency in these areas among ACF program and staff offices, and with ACF and the Department's vision and goals. It advises the Assistant Secretary for Children and Families on all policy and programmatic matters which substantially impact the agency's legislative program, budget development, budget execution and regulatory agenda. The Office serves as the primary ACF contact, for the Department, the Executive Branch, and the Congress on all legislative, budget development, and regulatory activities.

KT.10 Organization. The Office of Legislative Affairs and Budget is headed by a Director, who reports to the Deputy Assistant Secretary for Policy and External Affairs.

KT.20 Functions. The Office of Legislative Affairs and Budget serves as the principal advisor to the Deputy Assistant Secretary for Policy and External Affairs and the Assistant Secretary for Children and Families on all policy and programmatic matters which substantially impact on legislative affairs, budget development, budget execution and the regulatory agenda; and represents the Deputy Assistant Secretary for Policy and External Affairs and the Assistant Secretary on budget, policy and legislative materials and activities.

Serves as the primary ACF contact for the Department, the Executive Branch, and Congress on all budget development and budget execution activities; manages the development and presentation of ACF's budget; provides guidance to ACF program and staff components in preparing material in support of budget development; manages the ACF regulatory development process; negotiates regulatory policy positions with the Department and the Executive Branch; provides guidance to ACF programs and staff components on policy and programmatic matters which substantially impact the budget and regulatory development process; and reviews and analyzes other policy significant documents to ensure consistency with ACF's budget, vision and goals.

Serves as the focal point for congressional liaison in ACF and for the

Office of Assistant Secretary for Legislation; counsels and advises the Assistant Secretary for Children and Families and senior ACF staff on congressional activities and relations; manages the preparation of testimony and briefings; negotiates clearance of testimony; monitors hearings and other congressional activities which affect ACF; and manages congressional inquiries.

Manages the ACF legislative planning cycle and the development of Reports to Congress; reviews and analyzes a wide range of Congressional policy documents including, legislative proposals, pending legislation, and bill reports; solicits and synthesizes internal ACF comments on such documents; negotiates legislative policy positions with the Department and the Executive Branch; and reviews other policy significant documents to ensure consistency with statutory and congressional intent and the agency legislative agenda.

Facilitates the preparation of comprehensive administrative (salaries and expenses) budget for ACF; and designs and develops budget estimating modes and procedures.

VII. Delete KU.00, "The Office of Human Resource Management," in its entirety and replace with the following:

KU.00 Mission

KU.10 Organization

KU.10 Function

KU.00 Mission. The Office of Human Resource Management (OHRM) is the principal advisor to the Deputy Assistant Secretary for Program Operations on all personnel administration and management areas.

KU.10 Organization. The Office of Human Resource Management is headed by a Director who reports to the Deputy Assistant Secretary for Program Operations.

KU.20 Functions. The Office of Human Resource Management directs and manages the personnel operations and services for the Administration for Children and Families (ACF). Provides advice and assistance to ACF managers in their personnel management activities including workforce planning, recruitment, selection, position management, performance management, and incentive awards. Provides a variety of services to ACF employees, including provision of employee assistance services and career, retirement and benefits counseling. Serves as ACF liaison to the Department on all payroll matters. Provides the following personnel administrative services: the exercise of appointing authority, position classification, awards

authorization, personnel management evaluation, personnel action processing and recordkeeping. Manages the merit promotion, special hiring and placement programs.

Provides leadership, oversight, and coordination for the planning, analysis, and development of human resource policies and programs. Serves as liaison between ACF, the Department, and the Office of Personnel Management. Provides technical advice and assistance on policy, legal and regulatory matters. Formulates and interprets policies pertaining to all areas related to personnel administration and management. Formulates and interprets new human resource programs and strategies.

Formulates and oversees the implementation of ACF-wide policies, regulations and procedures concerning all aspects of the Senior Executive Service, and SES equivalent recruitment, staffing, position establishment, compensation, award, performance management and other related personnel areas. Manages the performance recognition systems and the responsibilities of the Executive Resources Board (ERB) and the Performance Review Board (PRB). Coordinates the Schedule C and Executive personnel activity with the Office of the Secretary. Is the focal point for data, reports, and analyses relating to SES, Schedule C and other executive personnel, such as those in Executive Level positions.

Provides management advisory service on all labor management and employee relations issues. Plans and coordinates ACF-wide employee relations and labor relations activities, including the application and interpretation of the Federal Labor-Management Relations Program, collective bargaining agreements, disciplinary and adverse action regulations, and appeals. Pursues human relations innovations such as alternative dispute resolutions and serves as the focal point on all issues pertaining to the Labor-Management Partnership Council. Provides leadership in assuring the integrity, effectiveness and impartiality of ACF's alternative dispute resolution programs, grievances, and merit systems program. Participates in the formulation and implementation of policies, practices and matters affecting bargaining unit employees' working conditions by assuring management's compliance with the Federal Labor Relations Program (5 U.S.C. Chapter 71).

Administers ACF's personnel security responsibilities and ethics program. Coordinates the ethics program with the

Department's Office of Special Counsel for Ethics.

VIII. Establish a new "Chapter KV," as follows: Office of Administrative Services and Facilities Management:

KV.00 Mission

KV.10 Organization

KV.20 Functions

**KV.00 Mission.** The Office of Administrative Services and Facilities Management (OASFM) is the principal advisor to the Deputy Assistant Secretary for Program Operations on all areas of administrative services and facilities management for the Administration for Children and Families (ACF).

**KV.10 Organization.** The Office of Administrative Services and Facilities Management (OASFM) is headed by a Director who reports to the Deputy Assistant Secretary for Program Operations.

**KV.20 Functions.** The Office of Administrative Services and Facilities Management (OASFM) directs and manages ACF's administrative support services, facilities management programs and activities.

Provides agency-wide guidance on administrative issues; prepares, coordinates and disseminates information, policy, and/or procedural guidance on administrative and facilities management issues. Directs and/or coordinates management initiatives to improve ACF administrative and facilities management services with the goal of continually improving services while reducing costs.

Maintains budgetary controls on administrative services accounts, reconciling accounting reports and invoices, and monitoring all spending. Controls OASFM Visa credit card for small purchases. Establishes and manages contracts and/or blanket purchase agreements (BPAs) for administrative support and facilities management services, including space design, building alteration and repair, telecommunications, reprographics, physical security, moving, labor, records and property management and inventory, systems furniture acquisitions and assembly, fleet management, and the Information Resource Center (library).

Provides management and oversight of ACF mail delivery services and activities, including Federal and contractor postal services nationwide, covering all classes of U.S. Postal Service mail, priority and express mail services, and courier services, etc.

Directs all activities associated with the ACF Master Housing Plan, including

coordination and development of the agency long-range space budget; planning, budgeting, identification, solicitation, acceptance and utilization of office and special purpose space, repairs, and alterations; principal liaison with General Services Administration (GSA) and other Federal agencies, building managers and facilities engineers, architects and commercial representatives, for space acquisition, negotiation of lease terms, dealing with sensitive issues such as handicapped barriers, space shortages, and security. Develops and maintains space floor plans and inventories, directory boards, and locator signs. OASFM serves as the lead for ACF in coordination and liaison with Departmental, GSA, Federal Protective Service, and other Federal agencies on implementation of Federal security directives. Responsible for planning and executing the Agency's environmental health, safety, and physical security programs, ensuring that appropriate occupational health and safety and occupant emergency evacuation plans are in place. Serves as principal liaison with private and/or Federal building managers for all administrative services and facilities management activities. Responsible for issuing, and managing and controlling badge and cardkey systems to control access to agency space for security purposes.

Develops and/or implements agency telecommunications management policy in accordance with Federal regulations and procedures. Reviews and directs payment of all agency telephone invoices. Recommends and advises on the design and function of telecommunications systems, based on user needs, costs and technological availability. Communicates directly with private industry service providers to coordinate the acquisition, installation and maintenance of voice/data telecommunications equipment and systems. Responsible for other sources of communications capability such as pagers, cellular phone service, cable TV service, and audio conferencing equipment and service. Coordinates the implementation of personal video and video conferencing. Updates and maintains the ACF LAN-based telephone directory, handles the distribution of all commercial directories, and updates and maintains the databases for telephone lines, and equipment inventories.

Plans, manages/operates employee transportation programs, including shuttle service and fleet management, employee and visitor parking, and commuter services and programs including transit subsidies and

ridesharing. Develops and implements ACF travel policies and procedures consistent with Federal requirements. Provides technical assistance and oversight; coordinates ACF use of the Travel Management System; manages employee participation in the American Express Credit Card program for travel.

Purchases and tracks common use supplies, stationery and publications; manages equipment repair services and reprographics management activities; controls and maintains equipment and personal property inventories; develops and coordinates records (paper) and forms management, and real property activities.

Dated: January 14, 1997.

Olivia A. Golden,

*Acting Assistant Secretary for Children and Families.*

[FR Doc. 97-2236 Filed 1-28-97; 8:45 am]

BILLING CODE 4184-01-P

## Food and Drug Administration

[Docket No. 96E-0354]

### Determination of Regulatory Review Period for Purposes of Patent Extension; DIFFERIN Solution

**AGENCY:** Food and Drug Administration, HHS.

**ACTION:** Notice.

**SUMMARY:** The Food and Drug Administration (FDA) has determined the regulatory review period for DIFFERIN Solution and is publishing this notice of that determination as required by law. FDA has made the determination because of the submission of an application to the Commissioner of Patents and Trademarks, Department of Commerce, for the extension of a patent which claims that human drug product.

**ADDRESSES:** Written comments and petitions should be directed to the Dockets Management Branch (HFA-305), Food and Drug Administration, 12420 Parklawn Dr., rm. 1-23, Rockville, MD 20857.

**FOR FURTHER INFORMATION CONTACT:** Brian J. Malkin, Office of Health Affairs (HFY-20), Food and Drug Administration, 5600 Fishers Lane, Rockville, MD 20857, 301-443-1382.

**SUPPLEMENTARY INFORMATION:** The Drug Price Competition and Patent Term Restoration Act of 1984 (Pub. L. 98-417) and the Generic Animal Drug and Patent Term Restoration Act (Pub. L. 100-670) generally provide that a patent may be extended for a period of up to 5 years so long as the patented item (human drug product, animal drug product,