

It prepares the Agency's Comprehensive Printing Program Plan report for the Joint Committee on Printing (JCP) and provides liaison with the JCP and the Government Printing Office on policy and procedural issues. OPM plans, directs and administers the SSA mail policy program, including developing methodologies (e.g., presorting, barcoding, direct accountability, etc.). It provides liaison with the United States Postal Service in all national level mail management and operational policy negotiations and activities. It also administers agencywide mail management contracts.

3. The Office plans, directs and coordinates the SSA mail handling program, including the receipt, processing, and dispatch of all incoming and outgoing United States Postal Service mail for SSA headquarters. It provides inter-office mail service for SSA headquarters and priority delivery service in Washington, D.C. It administers oversight of necessary contracts such as the internal mail messenger service. It consolidates and processes outgoing mail from headquarters to District Offices, Branch Offices, Program Service Centers and Regional Offices, etc. It also processes computer-generated priority notices to SSA beneficiaries nationwide, using high-speed equipment to fold, insert and label mailings.

4. The Office coordinates and directs a comprehensive printing management program and administers the procurement of all SSA printing needs. It prepares the Agency's Comprehensive Printing (JCP) and provides liaison with JCP and Government Printing office on policy and procedural issues. Plans, directs and administers the SSA mail policy program, including developing policy and procedures for more efficient Agency mail processing methodologies. It provides liaison with the United States Postal Service in all national level mail management and operational policy negotiations and activities. It also administers agencywide mail management contracts.

5. The Office of Publications Management develops, recommends and implements SSA policies and standards for library and information services of the SSA Headquarters Library and for SSA employees nationwide. It provides a collection of information on subjects related to SSA programs and their operation.

6. The Office provides SSA duplicating services for short turnaround work and for the development of metal photo requests for

Commissioner's citations, award plaques, signs, etc.

Dated: August 21, 1997.

**Paul D. Barnes,**

*Deputy Commissioner for Human Resources.*

[FR Doc. 97-25611 Filed 9-25-97; 8:45 am]

**BILLING CODE 4190-29-P**

- Minimize the reporting burden on those who are to respond, including through the use of automated collection techniques or other forms of technology.

**FOR ADDITIONAL INFORMATION CONTACT:**

Comments regarding the collection listed in this notice or requests for copies of the proposed collection and supporting documents should be directed to Charles S. Cunningham, Directives Management Branch, U.S. Department of State, Washington, DC 20520, (202) 647-0596.

Dated: September 15, 1997.

**Eliza McClenaghan,**

*Chief Information Officer.*

[FR Doc. 97-25531 Filed 9-25-97; 8:45 am]

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**DEPARTMENT OF STATE**

**Bureau of Consular Affairs  
(CA/VO/F/P)**

**[Public Notice 2603]**

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

**AGENCY:** Department of State.

**ACTION:** 60-Day Notice of Proposed Information Collection; OF-230 I & II, Application for Immigrant Visa and Alien Registration.

**SUMMARY:** The Department of State is seeking Office of Management and Budget (OMB) approval for the information collection described below. The purpose of this notice is to allow 60 days for public comment in the **Federal Register** preceding submission to OMB. This process is conducted in accordance with the Paperwork Reduction Act of 1995.

The following summarizes the information collection proposal submitted to OMB:

**Type of Request:** Reinstatement, with change, of a previously approved collection for which approval has expired.

**Originating Office:** Bureau of Consular Affairs (CA/VO/F/P).

**Title of Information Collection:** Application for Immigrant Visa and Alien Registration.

**Frequency:** On occasion.

**Form Number:** OF-230.

**Respondents:** Aliens.

**Estimated Number of Respondents:** 750,000.

**Average Hours Per Response:** 1 hour.

**Total Estimated Burden:** 750,000.

Public comments are being solicited to permit the agency to—

- Evaluate whether the proposed information collection is necessary for the proper performance of the agency functions.

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection.

- Enhance the quality, utility, and clarity of the information to be collected.

**DEPARTMENT OF STATE**

**[Public Notice 2609]**

**Advisory Committee on International Economic Policy Notice of Partially Closed Meeting**

The Advisory Committee on International Economic Policy (ACIEP) will meet 9 a.m.-1 p.m. on Wednesday, October 8, 1997, in Room 1107, U.S. Department of State, 2201 C Street, NW, Washington, DC 20520. The meeting will be hosted by Committee Chairman Mike Gadbaw and by Assistant Secretary of State for Economic and Business Affairs, Alan P. Larson.

The closed briefings that the Department of State will arrange for ACIEP members will involve discussions of classified or business proprietary information, pursuant to the Federal Advisory Committee Act, 5 U.S.C. App. II section 10(d), and the Government in the Sunshine Act 5 U.S.C. 552b (c)(1), 5 U.S.C. 552b(c)(4), and 5 U.S.C. 552b(c)(9)(B).

The open portion of the session, which will begin at approximately 12 noon, will focus *inter alia* on the economic dimensions of climate change.

For further information, contact Sharon Rogers, ACIEP Secretariat, U.S. Department of State, Bureau of Economic and Business Affairs, Room 6828, Main State, Washington, DC 20520. She may be reached at telephone number (202) 647-5968 or fax number (202) 647-5713.

Dated: September 15, 1997.

**Alan P. Larson,**

*Assistant Secretary for Economic and Business Affairs.*

[FR Doc. 97-25535 Filed 9-25-97; 8:45 am]

**BILLING CODE 4710-07-M**