

552b(c)(4) and 552b(c)(6), Title 5 U.S.C., as amended. The grant applications and/or contract proposals and the discussions could disclose confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the grant applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

*Name of Committee:* National Institute on Alcohol Abuse and Alcoholism Special Emphasis Panel.

*Date:* March 10, 2000.

*Time:* 8 AM to 5 PM.

*Agenda:* To review and evaluate contract proposals.

*Place:* Georgetown Holiday Inn, 2101 Wisconsin Ave., NW, Washington, DC 20007.

*Contact Person:* Sean O'Rourke, Scientific Review Administrator, Extramural Project Review Branch, National Institute on Alcohol Abuse and Alcoholism, National Institutes of Health, Suite 409, 6000 Executive Boulevard, Bethesda, MD 20892-7003, 301-443-2861.

This notice is being published less than 15 days prior to the meeting due to the timing limitations imposed by the review and funding cycle.

*Name of Committee:* National Institute on Alcohol Abuse and Alcoholism Special Emphasis Panel.

*Date:* May 19, 2000.

*Time:* 8 AM to 6 PM.

*Agenda:* To review and evaluate grant applications.

*Place:* Ramada Inn Rockville, 1775 Rockville Pike, Rockville, MD 20852.

*Contact Person:* Ronald Suddendorf, Scientific Review Administrator, Extramural Project Review Branch, National Institute on Alcohol Abuse and Alcoholism, National Institutes of Health, Suite 409, 6000 Executive Boulevard, Bethesda, MD 20892-7003, 301-443-2926.

(Catalogue of Federal Domestic Assistance Program Nos. 93.271, Alcohol Research Career Development Awards for Scientists and Clinicians; 93.272, Alcohol National Research Service Awards for Research Training; 93.273, Alcohol Research Programs; 93.891, Alcohol Research Center Grants, National Institutes of Health, HHS)

Dated: February 25, 2000.

**LaVerne Y. Stringfield,**

*Director, Office of Federal Advisory Committee Policy.*

[FR Doc. 00-5289 Filed 3-3-00; 8:45 am]

**BILLING CODE 4140-01-M**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

#### National Institute on Alcohol and Alcoholism; 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.

The meeting will be closed to the public in accordance with the provisions set forth in sections 552b(c)(4) and 552b(c)(6), Title 5 U.S.C., as amended. The grant applications and the discussions could disclose confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the grant applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

*Name of Committee:* National Institute on Alcohol Abuse and Alcoholism Special Emphasis Panel.

*Date:* March 10, 2000.

*Time:* 10 AM to 11 AM.

*Agenda:* To review and evaluate grant applications.

*Place:* Willco Building, Suite 409, 6000 Executive Boulevard, Rockville, MD 20892, (Telephone Conference Call).

*Contact Person:* Elsie D. Taylor, Scientific Review Administrator, Extramural Project Review Branch, National Institute on Alcohol Abuse and Alcoholism, National Institutes of Health, Suite 409, 6000 Executive Blvd., Bethesda, MD 20892-7003, 301-443-9787, etaylor@niaaa.nih.gov.

This notice is being published less than 15 days prior to the meeting due to the timing limitations imposed by the review and funding cycle.

(Catalogue of Federal Domestic Assistance Program Nos. 93.271, Alcohol Research Career Development Awards for Scientists and Clinicians; 93.272, Alcohol National Research Service Awards for Research Training; 93.273, Alcohol Research Program; 93.891, Alcohol Research Center Grants, National Institutes of Health, HHS)

Dated: February 25, 2000.

**LaVerne Y. Stringfield,**

*Director, Office of Federal Advisory Committee Policy.*

[FR Doc. 00-5290 Filed 3-3-00; 8:45 am]

**BILLING CODE 4140-01-M**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

#### National Institute on Alcohol Abuse and Alcoholism; 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.

The meeting will be closed to the public in accordance with the provisions set forth in sections 552b(c)(4) and 552b(c)(6), Title 5 U.S.C., as amended. The grant applications and the discussions could disclose

confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the grant applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

*Name of Committee:* National Institute on Alcohol Abuse and Alcoholism Initial Review Group Biomedical Research Review Subcommittee.

*Date:* March 2-3, 2000.

*Time:* March 2, 2000, 6:00 PM to 10:00 PM.

*Agenda:* To review and evaluate grant applications.

*Place:* Doubletree Hotel, 1750 Rockville Pike, Rockville, MD 20852.

*Time:* March 3, 2000, 8:00 AM to 6:00 PM.

*Agenda:* To review and evaluate grant applications.

*Place:* Doubletree Hotel, 1750 Rockville Pike, Rockville, MD 20852.

*Contact Person:* Jules R. Selden, Scientific Review Administrator, Extramural Project Review Branch, National Institute on Alcohol Abuse and Alcoholism, National Institutes of Health, Suite 409, 6000 Executive Blvd., Bethesda, MD 20892-7003, 301-443-9737, jselden@niaaa.nih.gov.

This notice is being published less than 15 days prior to the meeting due to the timing limitations imposed by the review and funding cycle.

(Catalogue of Federal Domestic Assistance Program Nos. 93.271, Alcohol Research Career Development Awards for Scientists and Clinicians; 93.272, Alcohol National Research Service Awards for Research Training; 93.273, Alcohol Research Programs; 93.891, Alcohol Research Center Grants, National Institutes of Health, HHS)

Dated: February 25, 2000.

**LaVerne Y. Stringfield,**

*Director, Office of Federal Advisory Committee Policy.*

[FR Doc. 00-5292 Filed 3-3-00; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### National Institutes of Health

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

Part N, National Institutes of Health, of the Statement of Organization, Functions, and Delegations of Authority for the Department of Health and Human Services (40 FR 22859, May 27, 1975, as amended most recently at 64 FR 66925, November 30, 1999, and redesignated from Part HN as Part N at 60 FR 56605, November 9, 1995), is amended as set forth below: Within the Office of Program Coordination (1) Revise the functional statement and (2) Assign standard administrative codes to its two subcomponents, the Executive

Secretariat and the Office of Federal Advisory Committee Policy.

*Section N-B, Organization and Functions*, is amended by replacing the current section NAN (formerly HNaN) with the following:

*Office of Program Coordination (NAN, formerly HNaN)*. In support of the Director, NIH, (1) Coordinates the Director's program and administrative decision-making process; (2) Facilitates communication among the Director, the NIH Deputy and Associate Directors, other senior Office of the Director (OD) staff, and Institute and Center (IC) Directors to bring their expertise to bear on substantive issues; (3) Advises the Director, NIH, on the status and implications of activities NIH-wide; (4) Brings to the attention of the Director and recommends actions to resolve trans-NIH issues, consulting with the NIH Deputy Directors as appropriate; follows up and ensures implementation of decisions by the Director, NIH; (5) Directs the Executive Secretariat and the Office of Federal Advisory Committee Policy; and (6) Directs the operations of the immediate staff of the Director.

*Executive Secretariat (NAN2)*. In support of the Director's decision-making process, the Executive Secretariat (1) Controls the communications flow by communicating the actions taken and policies set by the Director on documents and at meetings, including revisions needed and follow-up actions; (2) Manages the flow of decision documents and correspondence for action by the Director of NIH; (3) Tracks incoming documents and makes action and review assignments to appropriate staff in the ICs and the Office of the Director; (4) Edits, reviews, clears, and submits to the Office of the Secretary all congressional reports except those required by Appropriations Committees; (5) Sets editorial standards and processing policies for documents acted on by the Director; (6) Maintains all official records relating to the decisions and official actions of the Director, NIH, and his or her immediate staff; (7) Ensures that the Director has the views of ICs and OD staff offices before making program or management decisions; (8) Anticipates potential problems and plans for processing future decisions and issue analyses; (9) Facilitates the resolution of conflicts among recommendations to the Director and makes an independent recommendation when resolution cannot be achieved; (10) Applies sophisticated information technology to the management of the workflow NIH-wide and supports HHS-wide efforts to improve the processing of decision documents; (11) Represents

NIH in relations with the Executive Secretary of the Department, other HHS executive secretariats, and with outside document management organizations; and (12) Carries out special projects assigned by the Director or Assistant Director for Program Coordination.

*Office of Federal Advisory Committee Policy (NAN3)*. To assist the Director in carrying out NIH's responsibilities under the Federal Advisory Committee Act, the Office of Federal Advisory Committee Policy (1) Plans and directs Federal advisory committee activities at NIH; (2) Ensures that laws, regulations and policies affecting advisory committees are understood and adhered to in the establishment and renewal of committees, the nomination and appointment of committee members, and the preparation of reports for the Office of Management and Budget, the General Services Administration, Congress, and the President; (3) Sets policy for all NIH Advisory Committees, Councils, and Boards; (4) Ensures appropriate management and internal controls are in place; (5) Formulates documentation on Federal advisory committee activities; (6) Serves as the liaison with the committee management and other key staff in the Office of the Secretary and other Federal agencies; (7) Provides technical guidance and information to assist managers of advisory bodies and the public; and (8) Provides or facilitates advisory committee training for all NIH staff involved in the management of Federal advisory committees.

Dated: February 15, 2000.

**Ruth L. Kirschstein,**

*Acting Director, NIH.*

[FR Doc. 00-5280 Filed 3-3-00; 8:45 am]

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Program Support Center; Agency Information Collection Activities; Proposed Collections; Comment Request

The Department of Health and Human Services; Program Support Center (PSC) will periodically publish summaries of proposed information collection projects and solicit public comments in compliance with the requirements of Section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995. To request more information on the project or to obtain a copy of the information collection plans and instruments, call the PSC Reports Clearance Officer on (301) 443-1494.

Comments are invited on: (a) whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information; (c) ways to enhance the quality, utility and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information on respondents, including through the use of automated collection techniques or other forms of information technology.

#### 1. PHS Commissioned Corps Application Forms (PHS-50 and PHS-1813)—Revision

The PHS-50 is being revised to reflect a reorganization and clarification of the questions to permit a more logical entry of data by both the applicant and the processing personnel office. No changes are being proposed for the PHS-1813.

The PHS-50, Application for Appointment as a Commissioned Officer in the United States Public Health Service, is used to determine if an applicant is qualified for appointment in the Commissioned Corps of the Public Health Service (PHS). In addition, the information contained in PHS-50 establishes the basis for future assignments and benefits as a commissioned officer.

*Respondents:* individual applicants seeking appointment as an officer in the Commissioned Corps of the PHS; *Total number of Respondents:* 1,565 per calendar year; *Frequency of Response:* once per applicant; *Average Burden per Response:* 1 hour; *Estimated Annual Burden:* 1,565 hours.

The PHS 1813, Reference Request for Applicants to the U.S. Public Health Service Commissioned Corps, is used to obtain reference information concerning applicants for appointment in the Commissioned Corps of the PHS. Each applicant is required to provide four references.

*Respondents:* Persons designated by applicant; *Total Number of Respondents:* 6,260; *Frequency of Response:* once per reference source; *Average Burden per Response:* .25 hour; *Estimated Annual Burden:* 1,565 hours. *Total Burden:* 3,130 hours to respondents.

Send comments to Irene West, PSC Reports Clearance Officer, Room 17-A18, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of this notice.