

**ROUTINE USES OF THE SYSTEM RECORDS, INCLUDING CATEGORIES OF USERS AND THEIR PURPOSE FOR USING THE SYSTEM.**

System information may be accessed and used by employees themselves and their supervisors, designated analysts and managers, and training centers, to track, verify, and update system information. Designated program managers will use the information to manage training funds and the size and strength of the Federal acquisition workforce.

Information from this system also may be disclosed as a routine use:

- a. In any legal proceeding, where pertinent, to which GSA is a party before a court or administrative body.
- b. To a Federal, State, local, or foreign agency responsible for investigating, prosecuting, enforcing, or carrying out a statute, rule, regulation, or order when GSA becomes aware of a violation or potential violation of civil or criminal law or regulation.
- c. To an appeal, grievance, hearing, or complaints examiner; an equal employment opportunity investigator, arbitrator, or mediator; and an exclusive representative or other person authorized to investigate or settle a grievance, complaint, or appeal filed by an individual who is the subject of the record.
- d. To the Office of Personnel Management (OPM), the Office of Management and Budget (OMB), and the General Accounting Office (GAO) in accordance with their responsibilities for evaluating Federal programs.
- e. To a Member of Congress or his or her staff on behalf of and at the request of the individual who is the subject of the record.
- f. To a requesting Federal agency in connection with the hiring, retaining, or promotion of an employee where the information is relevant and necessary for the decision.
- g. To authorized officials of the agency that provided the information for inclusion in ACMIS.
- h. To an expert, consultant, or contractor of GSA in the performance of a Federal duty to which the information is relevant.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF SYSTEM RECORDS:****STORAGE:**

All records are stored electronically in web-based computer format.

**RETRIEVABILITY:**

Records are retrievable by name and/or Social Security Number. Group records are retrieved by organizational code.

**SAFEGUARDS:**

System records are safeguarded in accordance with the requirements of the Privacy Act. Access is limited to authorized individuals with passwords, and the database is maintained behind a firewall certified by the National Computer Security Association.

**RETENTION AND DISPOSAL:**

System records are retained and disposed of according to GAS records maintenance and disposition schedules and the requirements of the National Archives and Records Administration.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director, Federal Acquisition Institute (MVI), General Services Administration, 1800 F Street, NW., Washington, DC 20405.

**NOTIFICATION PROCEDURE:**

Individuals wishing to inquire if the system contains information about them should contact the system manager at the above address.

**RECORD ACCESS PROCEDURE:**

Individuals wishing to access their own records may do so by password. Requests for access also may be directed to the system manager.

**CONTESTING RECORD PROCEDURE:**

Individuals in the system may amend their own records online, or, as appropriate, request their manager or supervisor to amend the record.

**RECORD SOURCE CATEGORIES:**

The sources for information in the system are the individuals for whom the records are maintained, the supervisors of those individuals, existing agency systems, and the Office of the Personnel Management's (OPM) Central Personnel Data File (CPDF).

Dated: October 25, 2000.

**Daniel K. Cooper,**

*Director, Information Management Division.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES****Centers for Disease Control And Prevention**

**[60 Day-01-04]**

**Proposed Data Collections Submitted for Public Comment and Recommendations**

In compliance with the requirement of Section 3506 (c)(2)(A) of the Paperwork reduction Act of 1995, the

Center for Disease Control and Prevention is providing opportunity for public comment on proposed data collection projects. To request more information on the proposed projects or to obtain a copy of the data collection plans and instruments, call the CDC Reports Clearance Officer on (404) 639-7090.

*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 for other forms of information technology. Send comments to Seleda Perryman, CDC Assistant Reports Clearance Officer, 1600 Clifton Road, MS-D24, Atlanta, GA 30333. Written comments should be received within 60 days of this notice.

**Proposed Projects:**

Reader Evaluations of Public Health Assessments and Consultation Products—Reinstatement with Changes—This is a request for a three-year reinstatement with changes of OMB 0923-0016, Reader Evaluations of Public Health Assessments and Consultation Products. The Agency for Toxic Substances and Disease Registry (ATSDR) is mandated pursuant to the 1980 Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and its 1986 Amendments, The Superfund Amendments and Reauthorization Act (SARA), to perform health assessments for each facility on the National Priorities List and for releases of facilities where individuals have been exposed to a hazardous substance. In addition, ATSDR provides consultations on health issues relating to exposure to hazardous or toxic substances to officials at the Environmental Protection Agency (EPA), and state and local government. The principal audiences for these products are health professionals at the federal, state, and local levels, staff in public libraries and repositories, interested private sector organizations and groups, and members of the public.

In order to make ATSDR products such as health assessments, consultations, exposure investigations, and fact sheets timely and relevant, ATSDR staff developed a survey

questionnaire (OMB 0923-0016) to get readers' opinions and evaluations. The survey will be inserted and mailed in each public health assessment. In addition, electronic surveys will be sent to clients and partners requesting ATSDR health consultations and exposure investigations within one month following delivery of product or

service. The survey collects information on (a) affiliation of users, (b) timeliness and effectiveness of these products, and (c) practical utility of these products.

The reader evaluation surveys provide important feedback that enables ATSDR staff to maintain the utility, integrity and standards of its products. Gathering client feedback ensures that appropriate

information is included in these documents and assists in maintaining medical and scientific usefulness. The information will be used to maintain customer satisfaction with these products. There is no cost to respondents.

The estimate annual burden is 172 hours.

Respondents	Number of respondents	Responses per respondent	Avg. burden response (in hrs.)	Total burden (in hrs.)
ATSDR clients and partners .....	300	1	0.25	75
Librarians .....	180	1	0.12	22
Individuals completing questionnaires .....	200	1	0.25	50
Individuals who received but did not complete questionnaires .....	100	1	0.25	25

Dated: October 30, 2000.

**Kathy Cahill,**

*Associate Director for Policy, Planning, and Evaluation, Centers for Disease Control and Prevention (CDC).*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Centers for Disease Control and Prevention**

[30DAY-06-01]

**Agency Forms Undergoing Paperwork Reduction Act Review**

The Centers for Disease Control and Prevention (CDC) publishes a list of

information collection requests under review by the Office of Management and Budget (OMB) in compliance with the Paperwork Reduction Act (44 U.S.C. Chapter 35). To request a copy of these requests, call the CDC Reports Clearance Officer at (404) 639-7090. Send written comments to CDC, Desk Officer; Human Resources and Housing Branch, New Executive Office Building, Room 10235; Washington, DC 20503. Written comments should be received within 30 days of this notice.

**Proposed Project**

*Jail STD Prevalence Monitoring System—New—National Center for HIV, STD, and TB Prevention (NCHSTP)*

Proposes a 3-year clearance for data collection of the standardized record

layout for the Jail STD Prevalence Monitoring System. This system consists of test data compiled for persons entering corrections facilities. The standard data elements were created in response to the need to systematically assess morbidity in persons entering corrections facilities who are at high risk for STDs and who often do not seek medical care in mainstream medical settings.

Use of these standard data elements will improve surveillance of STDs by allowing for systematic assessment of a high risk population, taking advantage of already computerized data. States that compile data from corrections facilities are encouraged to participate in the system. The estimated annualized burden is 1248 hours.

Respondents	Number of respondents	Average Number of forms/ respondent	Number of responses/ respondent	Average burden/response (in hrs.)
State/local health departments .....	65	16	1	1.2

Dated: October 30, 2000.

**Kathy Cahill,**

*Associate Director for Policy, Planning and Evaluation, Centers for Disease Control and Prevention (CDC).*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Administration for Children and Families**

**Proposed Information Collection Activity; Comment Request**

*Proposed Projects*

*Title:* Case Plan Section 422,471(a)(16), 475(5)(A) of the Social Security Act.

*OMB No.:* 0980-0140.

*Description:* Under section 471(a)(16) of title IV-E of the Social Security Act (the Act), in order for States to be eligible for payments they must have an approved State plan which provides for the development of a case plan (as defined in section 475(1)) for each child receiving foster care maintenance payments, and provides a case review system which meets the requirements in section 475(5) and 475(6). Through the meeting of these requirements, the State also complies, in part, with title IV-B, section 422(b)(10) of the Act (as of 4/1/96), which assures certain protections for children in foster care.

*Respondents:* State governments.