

j. Provides leadership and direction in the Department-wide review, analysis and appraisal of financial elements of program execution and the development and execution of policies related to efficient allocation, expenditure and control of funds.

k. *Coordinates and tracks outlay projections:* (1) To assist OMB in the continuing effort to monitor spending and to thereby improve the management of the Government's overall cash and debt operations; and (2) in support of formulation of the budget, including the maintenance of HHS ceiling controls and the development of outlay estimates shown in the President's Budget for controllable programs.

l. Promulgates Departmental spending policies, especially in the event of Continuing Resolutions and possible suspension of operations due to the failure of the Congress to enact appropriations on time, and works with agency budget officers and the OMB in formulating agency funding plans.

m. Maintains a system of Department-wide budget execution, including the management and control of the apportionment of funds in accordance with the requirements of the Anti-Deficiency Act and OMB regulations; and requests and monitors the receipt of Treasury warrants.

n. Serves as principal staff advisor to the ASRT on all matters involving budget execution.

o. Acts as liaison on behalf of HHS with OMB, the Treasury Department, the Congressional Budget Office, and other agencies on matters involving budget execution.

p. Responsible for the development and maintenance of a system of financial information which involves the collection, organization, and maintenance of financial data in electronic form as well as the development of reporting mechanisms for making the financial information useful and available for decision making.

q. Represents the Department in government-wide activities to implement the development and implementation of performance measures and budget-related performance planning policies, requirements and processes. Manages program performance assessment activities.

r. Provides special management review services for selected activities.

4. *Division of the Office of the Secretary Budget (AML5).* The Division of the Office of the Secretary Budget (DOSB):

a. Reviews and analyzes the budgets of the Staff Divisions (STAFFDIVS)

funded by the General Departmental Management (GDM), Office of Inspector General (OIG) and Office for Civil Rights (OCR) appropriations. Prepares special analyses of these budgets for use in decision-making, particularly for evaluating capacity and determining if alternative approaches are feasible. Monitors Congressional appropriations hearings in which the GDM STAFFDIVS, OIG and OCR are participants.

b. Works closely with OASAM in planning and formulating the GDM budget justification for presentation to the Secretary, OMB and the Congress.

c. Reviews budgets and related requests for resources, and analyzes plans and proposals for new or alternative legislation.

d. Analyzes proposed regulations, reorganizations, or program initiatives to determine their policy, resource and management implications.

e. Proposes recommendations on draft regulations, proposed legislation and reorganization proposals.

f. Proposes budget options and policy initiatives as necessary to achieve program objectives established by the Secretary.

g. Assists in the development of strategies for the presentation of the budget to the Office of Management and Budget (OMB) and the Congress, and develops materials for key Departmental officials who testify at hearings before these bodies.

h. Provides guidance to STAFFDIVS in the formulation of their budgets.

i. Conducts special reviews and analyses to examine assigned STAFFDIV program operations and management effectiveness.

j. Provides staff assistance to the Secretary, the ASRT, the Service and Supply Funds (SSF) Board of Directors, OPDIV Budget Officers and STAFFDIV Heads in the budgetary and financial management of the SSF.

k. Provides for budget policy management and financial integrity of the SSF in the provision of Departmental common use administrative services.

l. Assists in the planning and preparation of the SSF budget for presentation to the SSF Board, the OMB, and Congress.

m. Provides budget policy and technical support to the Program Support Center Director (and other activity managers) on all SSF activities.

n. Directs and provides technical guidance to SSF activity managers in preparing annual budgets.

o. Directs and provides technical guidance to SSF accountants in preparing annual financial statements.

Assists in the planning and preparation of these statements for presentation to the SSF Board, auditors, and the Office of Management and Budget.

p. Establishes Department policy in receiving and responding to Inspector General reports and audits.

q. Prepares apportionment requests for the SSF.

Dated: July 30, 2009.

**E.J. Holland, Jr.,**

*Assistant Secretary for Administration and Management.*

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**BILLING CODE 4150-04-P**

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Health Resources and Services Administration

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

In compliance with the requirement for opportunity for public comment on proposed data collection projects (section 3506(c)(2)(A) of Title 44, United States Code, as amended by the Paperwork Reduction Act of 1995, Pub. L. 104-13), the Health Resources and Services Administration (HRSA) publishes periodic summaries of proposed projects being developed for submission to the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. To request more information on the proposed project or to obtain a copy of the data collection plans and draft instruments, e-mail [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov) or call the HRSA Reports Clearance Officer on (301) 443-1129.

*Comments are invited on:* (a) The proposed collection of information for the proper performance of the functions of the agency; (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.

#### Proposed Project: National Health Service Corps Site Profile—New

The National Health Service Corps (NHSC) of the Bureau of Clinician Recruitment and Service, Health Resources and Services Administration (HRSA), is committed to improving the health of the Nation's underserved by

uniting communities in need with caring health professionals and by supporting communities' efforts to build better systems of care.

The NHSC Site Profile, submitted by approved NHSC sites, provides an overview of the site. A completed profile will contain information such as,

the name of the sponsoring agency, site recruiter contact information, staffing levels, service users, charges for services, employment policies, etc. Assistance in completing the site profiles may be obtained through the appropriate State Primary Care Offices, State Primary Care Associations and the

NHSC. The site profiles will be posted with eligible vacancies on the NHSC Job Opportunities Web site. Site profiles are used as a marketing tool for the site to recruit prospective primary health care clinicians.

The estimated annual burden is as follows:

Form	Number of respondents	Responses per respondent	Total responses	Hours per response	Total burden hours
Application .....	7080	1	7080	2.5	17700
Total .....	7080	1	7080	2.5	17700

E-mail comments to [paperwork@hrsa.gov](mailto:paperwork@hrsa.gov) or mail the HRSA Reports Clearance Officer, Room 10-33, Parklawn Building, 5600 Fishers Lane, Rockville, MD 20857. Written comments should be received within 60 days of this notice.

Dated: July 29, 2009.

**Alexandra Huttinger**,  
Director, Division of Policy Review and Coordination.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Health Resources and Services Administration**

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

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*Comments are invited on:* (a) The proposed collection of information for the proper performance of the functions of the agency; (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.

**Proposed Project: Ready Responders Program Application—New**

The HRSA National Health Service Corps (NHSC) *Ready Responder Program* is comprised of an elite cadre of Commissioned Corps officers. These officers are assigned to practice in

NHSC-approved clinical sites located throughout the country within eligible Health Professional Shortage Areas. The purpose of the program is to increase access to primary care services in underserved communities and to assist sites in their efforts to recruit providers and become self-sustaining. In addition to providing direct patient care at the site where the officer is stationed, each Ready Responder typically works with the sites to develop various programs and activities such as emergency preparedness and response, patient education, staff development, staff recruitment, and sound business practices. Moreover, they are specially trained to deploy in the event of a local, regional, and national emergency.

This application will be used by NHSC sites to request the assignment of a NHSC Ready Responder. The document requires the applicant to describe the needs in their community and at their respective sites. The application also asks the site to describe the roles and responsibilities of the prospective Ready Responder. Completed applications will be collected and reviewed by NHSC staff.

The estimated annual burden is as follows:

Form	Number of respondents	Responses per respondent	Total responses	Hours per response	Total burden hours
Application .....	155	1	155	2.5	387.50
Total .....	155	1	155	2.5	387.50