

**ROUTINE USES OF THE SYSTEM RECORDS, INCLUDING CATEGORIES OF USERS AND THEIR PURPOSES FOR USING THE SYSTEM:**

In addition to the purpose for this system of records, information from this system also may be disclosed as a routine use:

a. In any criminal, civil or administrative legal proceeding, where pertinent, to which GSA, a GSA employee, or the United States or other entity of the United States Government 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; or to an agency, individual or organization, if there is reason to believe that such agency, individual or organization possesses information or is responsible for acquiring information relating to the investigation, trial or hearing, and the dissemination is reasonably necessary to elicit such information or to obtain the cooperation of a witness or an informant.

c. To an appeal, grievance, hearing, or complaints examiner; an equal employment opportunity investigator, arbitrator, or mediator; and/or 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 Government Accountability 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 an expert, consultant, or contractor of GSA in the performance of a Federal duty related to the contract or appointment to which the information is relevant.

g. To the National Archives and Records Administration (NARA) for records management purposes.

h. To appropriate agencies, entities, and persons when (1) the Agency suspects or has confirmed that the security or confidentiality of information in the system of records has been compromised, (2) the Agency has determined that as a result of the suspected or confirmed compromise there is a risk of harm to economic or property interests, identity theft or

fraud, or harm to the security or integrity of this system or other systems or programs (whether maintained by GSA or another agency or entity) that rely upon the compromised information, and (3) the disclosure made to such agencies, entities, and persons is reasonably necessary to assist in connection with GSA's efforts to respond to the suspected or confirmed compromise and prevent, minimize or remedy such harm.

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

Records are maintained in paper and/or electronic form in the Office of General Counsel.

**RETRIEVABILITY:**

Records may be retrieved based on any information captured, including but not limited to: name, case name, and social security number.

**SAFEGUARDS:**

Access is limited to authorized individuals with passwords or keys. Electronic files are maintained behind a GSA firewall certified by the National Computer Security Association, and paper files are stored in locked rooms or filing cabinets.

**RETENTION AND DISPOSAL:**

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

**SYSTEM MANAGER AND ADDRESS:**

Office of General Counsel, General Services Administration, 1275 First St., NE., Washington, DC 20417. OGC may also be contacted via telephone at (202) 501-2200.

**NOTIFICATION PROCEDURE:**

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

**RECORD ACCESS PROCEDURES:**

Individuals wishing to access their own records should contact the system manager at the address above.

**CONTESTING RECORD PROCEDURE:**

Individuals wishing to amend their records should contact the system manager at the address above. Applicable regulations are located at 41 CFR 105-64.

**RECORD SOURCE CATEGORIES:**

The sources for information in the system are data from other systems,

information submitted by individuals or their representatives, information gathered from public sources, and information from other entities or individuals involved in the cases or matters.

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

[Document Identifier: OS-0990-New; 30-day notice]

**Agency Information Collection Request; 60-Day Public Comment Request**

**AGENCY:** Office of the Secretary, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed information collection request for public comment. Interested persons are invited to send comments regarding this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency's functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden. To obtain copies of the supporting statement and any related forms for the proposed paperwork collections referenced above, e-mail your request, including your address, phone number, OMB number, and OS document identifier, to [Sherette.funncoleman@hhs.gov](mailto:Sherette.funncoleman@hhs.gov), or call the Reports Clearance Office on (202) 690-6162. Written comments and recommendations for the proposed information collections must be directed to the OS Paperwork Clearance Officer at the above email address within 30-days.

**Proposed Project: Evaluation of the IT Professionals in Health Care: University-Based Training—OMB No. 0090-NEW-ONC**

*Abstract:* Currently, the Office of the National Coordinator for Health Information Technology's (ONC) Office of Economic Analysis, Evaluation, and Modeling is soliciting comments on a series of data collection efforts for the

Evaluation of the IT Professionals in Health Care: University-Based Training. The Workforce Program, created under Section 3016 of the HITECH Act, was intended to provide “assistance to institutions of higher education (or consortia thereof) to establish or expand health informatics education programs, including certification, undergraduate, and masters degree programs, for both health care and information technology students.” The evaluation of the Workforce Program is a new information collection activity which will explore program challenges, provide critical formative feedback to the Workforce grantee institutions on their activities, and determine whether the Workforce Program overall was successful in helping to build a skilled workforce equipped to meet the heightened

demands of the current environment. The data collection efforts include a web-based baseline survey and a web-based follow-up survey of university students.

ONC is interested in developing a comprehensive understanding of the planning, implementation, and effectiveness of the Workforce Grant Program. The evaluation will determine how the Workforce Grant Program has contributed to the development of comprehensive, integrated health IT training programs across community colleges, universities, and other programs. This study will use surveys and other forms of data collection, such as focus groups and interviews, to assess the outcomes associated with participation in the program and to provide useful feedback to the

Workforce grantee institutions for continuous improvement. The data collection efforts include a web-based baseline survey and a web-based follow-up survey of university students enrolled in ONC funded programs.

The anticipated data collection will begin in June 2011. Data collection will occur continuously through the 24 months of the campaign. The data collected will help identify program challenges, provide critical formative feedback to the Workforce grantee institutions on their activities, and determine whether the Workforce Program overall was successful in helping to build a skilled workforce equipped to meet the heightened demands of the current environment.

ESTIMATED ANNUALIZED BURDEN TABLE

Forms	Type of respondent	Number of respondents	Number of responses per respondent	Average burden hours per response	Total burden hours
Web-based UBT Student Baseline Survey	Students enrolled in university-based Workforce program.	634	1	20/60	209
Web-based UBT Student Follow-up Survey.	Students enrolled in university-based Workforce program.	634	1	20/60	209
Total .....	.....	.....	.....	.....	418

**Mary Forbes,**

*Office of the Secretary, Paperwork Reduction Act Reports Clearance Officer.*

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**DEPARTMENT OF HEALTH AND HUMAN SERVICES**

[Document Identifier: OS-0990-0278]

**Agency Information Collection Request; 30-Day Public Comment Request**

**AGENCY:** Office of the Secretary, HHS.

In compliance with the requirement of section 3506(c)(2)(A) of the Paperwork Reduction Act of 1995, the Office of the Secretary (OS), Department of Health and Human Services, is publishing the following summary of a proposed information collection request for public comment. Interested persons are invited to send comments regarding

this burden estimate or any other aspect of this collection of information, including any of the following subjects: (1) The necessity and utility of the proposed information collection for the proper performance of the agency’s functions; (2) the accuracy of the estimated burden; (3) ways to enhance the quality, utility, and clarity of the information to be collected; and (4) the use of automated collection techniques or other forms of information technology to minimize the information collection burden. To obtain copies of the supporting statement and any related forms for the proposed paperwork collections referenced above, e-mail your request, including your address, phone number, OMB number, and OS document identifier, to [Sherrette.funncoleman@hhs.gov](mailto:Sherrette.funncoleman@hhs.gov), or call the Reports Clearance Office on (202) 690-6162. Written comments and recommendations for the proposed information collections must be directed

to the OS Paperwork Clearance Officer at the above e-mail address within 30-days.

*Proposed Project:* Federal-wide Assurance Forms—Extension—OMB No. 0990-0278—Assistant Secretary for Health, Office of Public Health and Science, Office for Human Research Protections.

*Abstract:* The Office for Human Research Protections (OHRP) is requesting a three year extension of the Federal-wide Assurance (FWA) forms. The FWA is designed to provide a simplified procedure for institutions engaged in HHS-conducted or supported research to satisfy the assurance requirements of Section 491(a) of the Public Health Service Act and HHS Regulations for the protection of human subjects at 45 CFR 46.103. The respondents are institutions engaged in human subjects research that is conducted or supported by HHS.

ESTIMATED ANNUALIZED BURDEN IN HOURS TABLE

Form name	Number of respondents	Number of responses per respondent	Hours per response	Total burden hours
Federal-wide Assurance (FWA) .....	11,000	2	30/60	11,000