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Acting Reports Clearance Officer.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Statement of Organization, Functions and Delegations of Authority

This Notice amends Part K of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (DHHS), Administration for Children and Families (ACF) as follows: K, Administration for Children and Families (62 FR 4295), as last amended, January 29, 1997; KA, the Office of the Assistant Secretary for Children and Families (62 FR 4295), as last amended, January 29, 1997; Chapter KL, the Office of Staff Development and Organizational Resources (OSDOR), (62 FR 4295), as last amended, January 29, 1997; Chapter KM, the Office of Planning, Research and Evaluation (OPRE), (62 FR 7787), as last amended, February 20, 1997; Chapter KN, the Office of Public Affairs (OPA), (60 FR 40586) as last amended, August 9, 1995; Chapter KP, the Office of Program Support (OPS), (62 FR 4295), as last amended, January 29, 1997; Chapter KS, Equal Employment Opportunities/Civil Rights and Special Initiatives Staff (EEO/CR&SI), (60 FR 58628), as last amended, November 28, 1995; Chapter KT, Office of Legislative Affairs and Budget (OLAB), (62 FR 4295), as last amended, January 29, 1997; Chapter KU, Office of Human Resource Management (OHRM), (62 FR 4295), as last amended, January 29, 1997; and Chapter KV, Office of Administrative Services and Facilities Management (OASFM), (62 FR 4295), as last amended, January 29, 1997. This realignment of staff offices will combine the fiscal and support functions under the purview of a newly created position of Deputy Assistant Secretary for Administration (formerly the Deputy Assistant Secretary for Program Operations) and establish the Office of Intergovernmental Affairs under the Office of the Deputy Assistant

Secretary for Policy and External Affairs.

These Chapters are amended as follows:

I. Chapter K.10 Organization. Delete K.10 Organization in its entirety and replace with the following:

K.10 Organization. The Administration for Children and Families (ACF) is a principal operating division of the Department of Health and Human Services (DHHS). The Administration is headed by the Assistant Secretary for Children and Families, who reports directly to the Secretary. The Assistant Secretary also serves as the Director of Child Support Enforcement. In addition to the Assistant Secretary, the Administration consists of the Principal Deputy Assistant Secretary, the Deputy Assistant Secretary for Administration, the Deputy Assistant Secretary for Policy and External Affairs, and Staff and Program Offices. ACF is organized as follows:

- Office of the Assistant Secretary for Children and Families (KA)
- Office of the Deputy Assistant Secretary for Policy and External Affairs (KL)
- Office of the Deputy Assistant Secretary for Administration (KP)
- Administration on Children, Youth and Families (KB)
- Administration on Developmental Disabilities (KC)
- Regional Offices for Children and Families (KD 1-X)
- Administration for Native Americans (KE)
- Office of Child Support Enforcement (KF)—(which will remain as a separate organizational unit)
- Office of Community Services (KG)
- Office of Family Assistance (KH)
- Office of Regional Operations (KJ)
- Office of Planning, Research and Evaluation (KM)
- Office of Public Affairs (KN)
- Office of Refugee Resettlement (KR)
- Office of Legislative Affairs and Budget (KT)

II. Chapter KA, Office of the Assistant Secretary for Children and Families.

A. Amend KA.10 Organization. Delete Executive Secretariat Office (KAB).

B. Delete KA.20 Functions, Paragraph A, in its entirety and replace with the following:

KA.20 Functions. A. The Office of the Assistant Secretary is responsible to the Secretary for carrying out ACF's mission and provides executive supervision to the major components of ACF.

These responsibilities include providing executive leadership and

direction to plan and coordinate ACF program activities to assure their effectiveness, approving instructions, policies, publications, and grant awards issued by ACF, and representing ACF in relationships with governmental and non-governmental organizations. The Assistant Secretary for Children and Families also serves as the Director of the Office of Child Support Enforcement, and signs official Child Support Enforcement documents as the Assistant Secretary for Children and Families. The Principal Deputy Assistant Secretary serves as alter ego to the Assistant Secretary on program matters and acts in the absence of the Assistant Secretary.

III. Delete Chapter KL, "The Office of Staff Development and Organizational Resources," retitle it as the "Office of the Assistant Secretary for Policy and External Affairs" and replace with the following:

Office of the Assistant Secretary for Policy and External Affairs

- KL.00 Mission
- KL.10 Organization
- KL.20 Functions

KL.00 Mission. The Deputy Assistant Secretary for Policy and External Affairs serves as the principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of legislation, policy and intergovernmental affairs.

KL.10 Organization. The Deputy Assistant Secretary for Policy and External Affairs reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Deputy Assistant Secretary for Policy and External Affairs (KLA)
- Office of Intergovernmental Affairs (KLB)

KL.20 Functions A. The Office of the Deputy Assistant Secretary for Policy and External Affairs. The Deputy Assistant Secretary for Policy and External Affairs serves as the principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of legislation, policy, and intergovernmental affairs. The Deputy Assistant Secretary for Policy and External Affairs develops broad policy strategies and concepts pertaining to ongoing and anticipated program issues and recommends legislation relevant to ACF programs. The Deputy Assistant Secretary for Policy and External Affairs represents the Assistant Secretary for Children and Families on intergovernmental matters, and in contacts and negotiations with Congressional members and staff and executives of agencies and

organizations. The Deputy Assistant Secretary for Policy and External Affairs provides executive leadership and direction to the Office of Legislative Affairs and Budget and Office of Intergovernmental Affairs.

B. The Office of Intergovernmental Affairs (OIA) serves as the focal point for intergovernmental coordination activities with other federal agencies, state and local officials, special interest groups, professional and business organizations, and private and voluntary groups. It tracks plans, proposals, legislative positions, conferences and other activities of outside groups that influence or affect ACF's programs and policies. It responds to requests for information from outside groups on ACF's programs and positions. It plans, organizes and coordinates conferences, workshops and other events to promote ACF's programs and priorities, and it coordinates ACF's participation at meetings and conferences sponsored by outside groups. It manages the speaker request system. It provides advance planning and preparation for trips by the Assistant Secretary, Principal Deputy Assistant Secretary, and Deputy Assistant Secretaries for ACF including speaking engagements. The Office serves as a focal point for ACF's international activities and provides policy advice and staff support to the Assistant Secretary for Children and Families on international issues concerned with human services; coordinates ACF's participation in special international initiatives; prepares or coordinates preparation of position papers for U.S. delegations to international organizations (e.g. United Nations (UN), UNICEF, Organization of American States (OAS), and the European Centre for Social Welfare Policy and Research); arranges professional development programs for foreign visitors; develops and manages international research and comparative studies; and manages international travel by ACF staff.

IV. Delete Chapter KM, "The Office of Planning, Research and Evaluation," in its entirety and replace with the following:

Office of Planning, Research and Evaluation

- KM.00 Mission
- KM.10 Organization
- KM.20 Functions

KM.00 Mission. The Office of Planning, Research and Evaluation (OPRE) is the principal advisor to the Assistant Secretary for Children and Families on improving the effectiveness and efficiency of programs designed to make measurable improvements in the

economic and social well-being of children and families.

The Office provides guidance, analysis, technical assistance, and oversight to ACF programs and across programs in the agency on: strategic planning aimed at measurable results; performance measurement; research and evaluation methodologies; demonstration testing and model development; statistical, policy and program analysis; synthesis and dissemination of research and demonstration findings; and application of emerging technologies to improve the effectiveness of programs and service delivery. The Office is also responsible for the collection, compilation, analysis, and dissemination of data.

The Office oversees and manages the section 1110 and section 1115 social service research programs, including: priority setting and analysis; processing waivers for welfare reform demonstrations; managing and coordinating major cross-cutting, leading-edge studies and special initiatives; collaborating with states, communities, foundations, professional organizations and others to promote the development of children, family focused services, parental responsibility, employment, and economic independence; and providing coordination and leadership in implementing the Government Performance and Results Act (GPRA).

KM.10 Organization. The Office of Planning, Research and Evaluation is headed by a Director who reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Director (KMA)
- Division of Economic Independence (KMB)
- Division of Child and Family Development (KMC)
- Division of Data Collection and Analysis (KMD)

KM.20 Functions. A. The Office of the Director provides direction and executive leadership to OPRE in administering its responsibilities. It serves as principal advisor to the Assistant Secretary for Children and Families on all matters pertaining to: improving the effectiveness and efficiency of ACF programs; strategic planning; performance measurement; program and policy evaluation; research and demonstrations; state and local innovations and progress; collection, analysis, and dissemination of data; and public/private partnership initiatives of concern to the Assistant Secretary for Children and Families. It represents the Assistant Secretary for Children and

Families at various planning, research, evaluation and data collection and analysis forums and carries out special Departmental and Administration initiatives.

B. The Division of Economic Independence, in cooperation with ACF income support programs and others, works with Federal counterparts, states, community agencies, and the private sector to understand and overcome barriers to economic independence; promote parental responsibility; and assist in improving the effectiveness of programs that further economic independence.

The Division provides guidance, analysis, technical assistance and oversight in ACF on: strategic planning and performance measurement for economic independence; statistical, policy and program analysis; surveys, research, and evaluation methodologies; demonstration testing and model development; synthesis and dissemination of research and demonstration findings; and application of emerging technologies to programs which promote employment, parental responsibility, and economic independence.

The Division analyzes, processes and coordinates Federal review and decision-making for all section 1115 state welfare reform waiver demonstration requests; develops policy-relevant priorities; conducts, manages and coordinates major cross-program, leading-edge research, demonstrations, and evaluation studies; manages and conducts statistical, policy and program analyses on trends in employment, child support payments, and other income supports; and works in partnership with states, communities, and the private sector to promote employment, parental responsibility, and family economic independence.

C. The Division of Child and Family Development, in cooperation with ACF programs and others, works with Federal counterparts, states, community agencies, and the private sector to: improve the effectiveness and efficiency of programs; assure the protection of children and other vulnerable populations; strengthen and promote family stability; and foster sound growth and development of children and their families.

The Division provides guidance, analysis, technical assistance and oversight in ACF on: Strategic planning and performance measurement for child and family development; statistical, policy and program analysis; surveys, research and evaluation methodologies; demonstration testing and model development; synthesis and

dissemination of research and demonstration findings; and application of emerging technologies to improve the effectiveness of programs and service delivery.

The Division: Manages the section 1110 social service research budget; develops policy-relevant priorities; conducts, manages and coordinates major cross-program, leading-edge research, demonstration, and evaluation studies; manages and conducts statistical, policy and program analyses on social trends and behaviors which impact child and family well-being; and works in partnership with states, local communities, and the private sector to promote the well-being of children and families.

D. The Division of Data Collection and Analysis is responsible for all aspects of the collection, compilation, analysis, and dissemination of data on selected ACF programs.

The Division develops regulations to implement data collection requirements; designs, develops, implements, and maintains systems for the collection and analysis of data including: Participation rate information, recipient characteristics, administrative data, State expenditures on families, work activities of non-custodial parents, transitional services, and data used in the assessment of State performance.

The Division provides leadership in and coordinates with other ACF and HHS offices and external organizations in the dissemination and use of these data for policy and research purposes. The Division also develops and maintains statistical protocols and manuals for data collection purposes and provides technical assistance in the use of these materials.

V. Delete Chapter KN, "The Office of Public Affairs," in its entirety and replace with the following:

Office of Public Affairs

KN.00 Mission

KN.10 Organization

KN.20 Functions

KN.00 Mission. The Office of Public Affairs (OPA) develops, directs and coordinates public affairs and communication services for ACF. It provides leadership, direction and oversight in promoting ACF's public affairs policies, programs and initiatives. The Office of Public Affairs also provides printing and distribution services for ACF.

KN.10 Organization. The Office of Public Affairs is headed by a Director who reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Director (KNA)

- Division of Public Information (KNB)
- Division of Publications Services (KNC)

KN.20 Functions. A. Office of Director provides leadership and direction to OPA in administering its responsibilities. The Office provides direction and leadership in the areas of public relations policy and communications services. It serves as advisor to the Assistant Secretary for Children and Families in the areas of public affairs; provides advice on strategies and approaches to be used to improve public understanding of and access to ACF programs and policies; and coordinates and serves as ACF liaison with the Assistant Secretary for Public Affairs. The Office serves as Regional Liaison on public affairs issues. The Deputy Director assists the Director in carrying out the responsibilities of the Office.

B. Division of Public Information develops and implements public affairs strategies to achieve ACF program objectives in coordination with other ACF components. It coordinates news media relations strategy; responds to all media inquiries concerning ACF programs and related issues; develops fact sheets, news releases, feature articles for magazines and other publications on ACF programs and initiatives; and manages preparation and clearance of speeches and official statements on ACF programs. It coordinates regional public affairs policies and public affairs activities pertaining to ACF programs and initiatives.

C. Division of Publications Services directs the audio-visual, publication and printing management systems for ACF. It manages preparation and clearance of all ACF audio-visual product, publications, and graphic designs, including planning, budget oversight and technical support. It provides centralized graphics design services to ACF. It reviews requests for proposals for contracts and grants which involve publications, audio-visual materials and/or public information and education activity.

The Division also provides technical leadership and services in public information, printing, and mail distribution. Recommends approaches for meeting internal and external communications needs of the ACF. Acts as focal point for clearance of all publications and audio-visual projects whether produced in-house or by contract or grant.

VI. Delete Chapter KT, "The Office of Legislative Affairs and Budget," in its entirety and replace with the following:

Office of Legislative Affairs and Budget
KT.00 Mission
KT.10 Organization
KT.20 Functions

KT.00 Mission. The Office of Legislative Affairs and Budget (OLAB) provides leadership in the development of legislation, budget, and policy, ensuring consistency in these areas among ACF program and staff offices, and with ACF and the Department's vision and goals. It advises the Assistant Secretary for Children and Families on all policy and programmatic matters which substantially impact the agency's legislative program, budget development, budget execution and regulatory agenda. The Office serves as the primary ACF contact for the Department, the Executive Branch, and the Congress on all legislative, budget development, and regulatory activities.

KT.10 Organization. The Office of Legislative Affairs and Budget is headed by a Director, who reports to the Assistant Secretary for Children and Families.

KT.20 Functions. The Office of Legislative Affairs and Budget serves as the principal advisor to the Assistant Secretary for Children and Families on all policy and programmatic matters which substantially impact on legislative affairs, budget development, budget execution and the regulatory agenda; and represents the Assistant Secretary on budget, policy and legislative materials and activities.

Serves as the primary ACF contact for the Department, the Executive Branch, and Congress on all budget development and budget execution activities; manages the development and presentation of ACF's budget; provides guidance to ACF program and staff components in preparing material in support of budget development; manages the ACF regulatory development process; negotiates regulatory policy positions with the Department and the Executive Branch; provides guidance to ACF programs and staff components on policy and programmatic matters which substantially impact the budget and regulatory development process; and reviews and analyzes other policy significant documents to ensure consistency with ACF's budget, vision and goals.

Serves as the focal point for congressional liaison in ACF and for the Office of Assistant Secretary for Legislation; counsels and advises the Assistant Secretary for Children and Families and senior ACF staff on congressional activities and relations; manages the preparation of testimony

and briefings; negotiates clearance of testimony; monitors hearings and other congressional activities which affect ACF; and manages congressional inquiries.

Manages the ACF legislative planning cycle and the development of Reports to Congress; reviews and analyzes a wide range of Congressional policy documents including, legislative proposals, pending legislation, and bill reports; solicits and synthesizes internal ACF comments on such documents; negotiates legislative policy positions with the Department and the Executive Branch; and reviews other policy significant documents to ensure consistency with statutory and congressional intent and the agency legislative agenda.

Facilitates the preparation of comprehensive administrative (salaries and expenses) budget for ACF; and designs and develops budget estimating modes and procedures.

VII. Delete Chapter KP, "The Office of Program Support," retitle it as the "Office of the Deputy Assistant Secretary for Administration" and replace with the following:

Office of the Deputy Assistant Secretary for Administration

- KP.00 Mission
- KP.10 Organization
- KP.20 Functions

KP.00 Mission. The Deputy Assistant Secretary for Administration serves as principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of personnel administration and management, information resource, financial, grants and procurement issues, staff development and training activities, organizational development and organizational analysis, administrative services and facilities management and state systems. Oversees the Executive Secretariat Office, the ACF Equal Employment Opportunity and Civil Rights program and all special initiatives activities for ACF.

KP.10 Organization. The Office of the Deputy Assistant Secretary for Administration is headed by the Deputy Assistant Secretary who reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Deputy Assistant Secretary for Administration (KPA)
- Office of Information Services (KPB)
- Office of Financial Services (KPC)
- Office of Management Services (KPD)
- Office of Customer Service and Administration (KPE)
- Office of State Systems (KPF)
- Executive Secretariat Office (KPG)

- Equal Employment Opportunity/Civil Rights and Special Initiatives Staff (KPH)
- Office of Human Resource Management (KPI)
- Office of Staff Development and Organizational Resources (KPK)
- Office of Administrative Services and Facilities Management (KPL)

KP.20 Functions. A. Office of the Deputy Assistant Secretary for Administration directs and coordinates all administrative activities for the Administration for Children and Families. The Deputy Assistant Secretary for Administration serves as ACF's Chief Financial Officer (CFO); ACF's Chief Grants Management Officer; Federal Manager's Financial Integrity Act (FMFIA) Management Control Officer; Principal Information Resource Management Official serving as ACF's Chief Information Officer responsible for implementing the Information Technology Management Reform Act; and Reports Clearance Officer. The Deputy Assistant Secretary for Administration serves as the ACF liaison to the General Counsel and, as appropriate, initiates action in securing resolution of legal matters relating to management of the agency, and represents the Assistant Secretary on all administrative litigation matters. The Deputy Assistant Secretary for Administration provides day-to-day executive leadership and direction to the Equal Employment Opportunity/Civil Rights and Special Initiatives Staff, Office of Staff Development and Organizational Resources, Office of Human Resource Management, Office of Administrative Services and Facilities Management, the Executive Secretariat Office, Office of Information Services, Office of Financial Services, Office of Management Services, Office of Customer Services and Administration and Office of State Systems. The Deputy Assistant Secretary for Administration represents the Assistant Secretary in HHS and with other Federal agencies and task forces in defining objectives and priorities, and in coordinating activities associated with reinvention and continuous improvement initiatives.

B. The Office of Information Services (OIS) provides centralized information technology policy, procedures, standards and guidelines; develops long-range information resource management (IRM) plans; develops IRM policy, procurement plans and budget for OIS; develops and implements procurement strategies for ADP support services; serves as the Deputy Chief Information Officer supporting ACF's

responsibilities under the Information Technology Management Reform Act; reviews and analyzes all ADP acquisition documentation for compliance with applicable laws and regulations as well as for procurement strategy; coordinates technical assistance provided to program offices on ADP support services procurement; represents ACF on the Department's IRM Advisory Council; provides liaison and manages major interdepartmental IRM initiatives; conducts major information system reviews of ADP systems as required by the Department; directs and coordinates ACF's systems security and privacy responsibilities; maintains an ACF-wide program data inventory; coordinates mandated OMB approvals required under the Paperwork Reduction Act; and plans, directs and maintains ACF electronic records management system.

OIS plans, manages, maintains and operates ACF's local area networks (LANs), national wide-area network (WAN) and personal computers; provides for equipment and software acquisition, maintenance and user support for end-user computing; manages and maintains a Help Desk for ACF users and provides information technology and software training in coordination with ACF components; develops plans and places orders for data communications services; provides liaison with HHS, GSA and private firms on data telecommunications matters; and provides assistance to ACF components to identify needs for and use of data telecommunications equipment and systems.

OIS designs, develops, implements and maintains application systems to support ACF administrative, budget and program systems; provides technical assistance to ACF program offices procuring system support services; provides technical assistance on automated systems to state and local agencies who are users of ACF's Computer Center; and develops software policy, procedures, standards and guidelines.

C. The Office of Financial Services (OFS) supports the Deputy Assistant Secretary for Administration in fulfilling ACF's Chief Financial Officer, Management Control Officer, and Chief Grants Officer responsibilities including preparation of the CFO 5 Year Plan; performs audit oversight and liaison activities, including preparing reports to Congress, Office of the General Counsel and the Office of the Inspector General. OFS writes/interprets financial policy and researches appropriation law issues; oversees and coordinates ACF's Federal Manager's Financial Integrity Act

(FMFIA) activities; performs debt management functions; and develops and administers quality assurance, training and certification programs for grants management; and responsible for the annual preparation and audit of ACF's financial statement requirements. It develops/interprets internal policies and procedures for OFS components and coordinates the management of ACF's interagency agreement activities.

OFS provides agency-wide guidance to program and regional office staff on grant related issues; including developing and interpreting financial and grants policy, coordinating strategic grants planning, facilitating policy advisory groups, and assuring consistent grant program announcements. OFS prepares, coordinates and disseminates action transmittals, information memoranda, and other policy guidance on financial and grants management issues; provides financial and grants administration training and technical assistance to ACF staff and grantees; and in coordination with the Office of Management Services, directs and/or coordinates management initiatives to improve financial administration of ACF mandatory and discretionary grant programs. OFS also develops and delivers grants management training to ACF program and financial staff.

D. The Office of Management Services (OMS) provides centralized management and administration of acquisitions for ACF headquarters and regional components; assures that all contracts awarded conform to applicable statutes, regulations and policies; develops ACF policies, procedures and instructions for the award and administration of all ACF acquisitions; reviews and interprets proposed HHS and OMB regulations, circulars and directives pertaining to acquisition management; solicits, negotiates, awards, modifies, terminates and closes all acquisitions issued by ACF; conducts the Small and Disadvantaged Business Utilization Program; and provides training and technical assistance to program and staff components on significant acquisition policies and procedures. OMS serves as the lead for ACF in coordination and liaison within ACF and with the Department, OMB, GSA and other federal agencies on procurement management issues and activities.

OMS provides management and technical administration of ACF discretionary, formula, entitlement and block grants; assures that all grants awarded by ACF conform with applicable statutes, regulations, and policies; computes grantee allocations, prepares grant awards, ensures

incorporation of necessary grant terms and conditions, and monitors grantee expenditures; analyzes financial needs under grant programs; provides data in support of apportionment requests; prepares reports and analyses on the grantee's use of funds; maintains liaison and coordination with appropriate ACF and HHS organizations to ensure consistency between ACF grant systems and the Department's grant payment systems; and provides technical assistance to ACF program and regional components on grant operations and technical grants management issues; and performs audit resolution activities for ACF grant programs. OMS serves as the lead for ACF in coordination and liaison with the Department and other federal agencies on grants management and administration operational issues and activities.

E. The Office of Customer Service and Administration (OCSA) develops and maintains a customer service plan for the Deputy Assistant Secretary for Administration (DASA) and conducts customer surveys for DASA; facilitates and assists in developing and writing standard operating procedures for all components within DASA; assists in office-specific training of DASA staff; assists DASA components with the provision of office-specific and functional training to program and regional offices; coordinates permanent and temporary teams formed within DASA; develops and maintains DASA staff directory and users' guide for DASA services.

OCSA is responsible for overseeing DASA's salaries and expenses budget. Provides direction to meet the human resource management needs within DASA; coordinates with the office which handles ACF's human resources activities and the Department to provide DASA staff with personnel services including position management, staffing, recruitment, employee and labor relations, employee assistance, payroll, staff development and training, and special hiring and placement programs; and maintains systems to track personnel actions to keep the Deputy Assistant Secretary for Administration and, as appropriate, the Directors of offices within DASA informed about the status of personnel actions, current full-time equivalency usage and salaries and expenses resources, and employee programs and benefits. All DASA personnel related issues, performance management activities and other administrative functions within DASA are handled within this office.

F. The Office of State Systems (OSS) oversees the Department's

responsibilities for Federal financial participation in the funding of State automated systems. It coordinates ACF's development and implementation of strategies and policies related to payment integrity, electronic benefits transfer, welfare systems integration, and related initiatives and programs. It directs state systems activities on partnership, collaborative efforts, and technical assistance activities.

The Office provides leadership for provision of technical assistance to States on information systems projects; and advances the use of computer technology in the administration of welfare and social services programs by States. The Office is responsible for developing departmental policies and procedures under which States obtain Federal financial participation in the cost of automated systems development to support programs funded under the Social Security Act. It serves as the departmental focal point for the development and implementation of strategies and policies related to payment integrity, welfare systems integration and related initiatives and programs; and provides leadership and guidance to interagency work groups in these areas for the Department.

The Office reviews, analyzes, and approves/disapproves State requests for Federal financial participation for automated systems development activities which support the Child Care, Head Start, Child Welfare, Foster Care, Social Services, and Refugee Resettlement programs. It provides assistance to States in developing or modifying automation plans to conform to Federal requirements. It monitors approved State systems development activities; conducts periodic reviews to assure State compliance with regulatory requirements applicable to automated systems supported by Federal financial participation. It provides guidance to States on functional requirements for these automated information systems. It promotes interstate transfer of existing automated systems and provides assistance and guidance to improve ACF's programs through the use of automated systems.

G. The Executive Secretariat Office (ExecSec) ensures that issues requiring the attention of the Assistant Secretary, Deputy Assistant Secretaries and/or executive staff are addressed on a timely and coordinated basis; facilitates decisions on matters requiring immediate action including White House, congressional and secretarial assignments. It serves as the ACF liaison with the HHS Executive Secretariat. It receives, assesses and controls incoming correspondence and assignments to the

appropriate ACF component(s) for response and action; provides assistance and advice to ACF staff on the development of responses to correspondence and on the controlled correspondence system; coordinates and/or prepares congressional correspondence; and tracks development of periodic reports and facilitates departmental clearance. The Director of the Executive Secretariat Office serves as the Freedom of Information Act Officer for ACF and coordinates hot line calls received by the Office of Inspector General and the General Accounting Office on ACF operations and personnel.

H. The Equal Employment Opportunity/Civil Rights and Special Initiatives Staff (EEOCR&SI) serves as the principal advisor to the Deputy Assistant Secretary for Administration on all aspects of the Equal Employment Opportunity and Civil Rights program. Serves as the liaison between ACF and the HHS Office for Civil Rights. Provides leadership for all special initiative activities for ACF; participates in pilot projects; and represents ACF on committees which relate to the functions of the Staff. Manages and coordinates honor awards programs for ACF.

The Staff directs and manages the ACF Equal Employment Opportunity and Civil Rights program in accordance with Equal Employment Opportunity Commission (EEOC) regulations and HHS guidelines. Immediate oversight is provided by a staff under the direction of the ACF EEO Officer. Plans, develops, and evaluates programs and procedures designed to identify and eliminate discrimination in employment, training, incentive awards, promotion and career opportunities. Responsible for implementing and evaluating a cost-effective, timely, and impartial system for processing individual complaints of discrimination under Title VII of the Civil Rights Act of 1964, as amended. Provides information, guidance, advice, and technical assistance to ACF supervisors and managers on Affirmative Employment planning and other means of achieving parity and promoting work force diversity. Responsible for ensuring that ACF-conducted programs do not discriminate against recipients on the basis of race, color, national origin, age or disability. Monitors and implements civil rights compliance actions under Title VI, Section 504 of the Rehabilitation Act of 1973, as amended and the Age Discrimination Act of 1975, as amended. Implements the applicable provisions of the Americans with Disabilities Act of 1990.

J. The Office of Human Resource Management (OHRM) directs and manages the personnel operations and services for the Administration for Children and Families (ACF). Provides advice and assistance to ACF managers in their personnel management activities including workforce planning, recruitment, selection, position management, performance management, and incentive awards. Provides a variety of services to ACF employees, including provision of employee assistance services and career, retirement and benefits counseling. Serves as ACF liaison to the Department on all payroll matters. Provides the following personnel administrative services: the exercise of appointing authority, position classification, awards authorization, personnel management evaluation, personnel action processing and recordkeeping. Manages the merit promotion, special hiring and placement programs.

Provides leadership, oversight, and coordination for the planning, analysis, and development of human resource policies and programs. Serves as liaison between ACF, the Department, and the Office of Personnel Management. Provides technical advice and assistance on policy, legal and regulatory matters. Formulates and interprets policies pertaining to all areas related to personnel administration and management. Formulates and interprets new human resource programs and strategies.

Formulates and oversees the implementation of ACF-wide policies, regulations and procedures concerning all aspects of the Senior Executive Service (SES), and SES equivalent recruitment, staffing, position establishment, compensation, award, performance management and other related personnel areas. Manages the performance recognition systems and the responsibilities of the Executive Resources Board (ERB) and the Performance Review Board (PRB). Coordinates the Schedule C and Executive personnel activity with the Office of the Secretary. Is the focal point for data, reports, and analyses relating to SES, Schedule C and other executive personnel, such as those in Executive Level positions.

Provides management advisory service on all labor management and employee relations issues. Plans and coordinates ACF-wide employee relations and labor relations activities, including the application and interpretation of the Federal Labor-Management Relations Program, collective bargaining agreements, disciplinary and adverse action

regulations, and appeals. Pursues human relations innovations such as alternative dispute resolutions and serves as the focal point on all issues pertaining to the Labor-Management Partnership Council. Provides leadership in assuring the integrity, effectiveness and impartiality of ACF's alternative dispute resolution programs, grievances, and merit systems program. Participates in the formulation and implementation of policies, practices and matters affecting bargaining unit employees' working conditions by assuring management's compliance with the Federal Labor Relations Program (5 U.S.C. Chapter 71).

Administers ACF's personnel security responsibilities and ethics program. Coordinates the ethics program with the Department's Office of Special Counsel for Ethics.

K. The Office of Staff Development and Organizational Resources (OSDOR) provides leadership in directing and managing agency-wide staff development and training activities for ACF. The Office is responsible for the functional management of all program, common needs and management training in the agency, including policy development, guidance, and technical assistance and evaluation of all aspects of program, career, employee, supervisory, management, executive and organizational development. Provides leadership in implementing the recommendations of the Staff Development and Training Team by managing/overseeing and monitoring the ACF Training Resource Center and institutionalizing long-term developmental training for ACF employees. Support the daily work and special projects of ACF employees by managing the Information Resource Center (library).

The Office serves as the principal source of advice through the Deputy Assistant Secretary for Administration to the Assistant Secretary on organizational design by collaborating with staff to develop high-leverage, tailored solutions to achieve measurable outcomes and to transform the agency to a quality organization that supports ACF's vision, values and goals. The Office advises the Assistant Secretary through the Deputy Assistant Secretary for Administration on all aspects of ACF organizational analysis including: planning for new organizational elements; and planning, organizing and performing studies, analysis and evaluations related to structural, functional and organizational issues, problems and policies to ensure organizational effectiveness. Conducts the review process for ACF

reorganization proposals. Acts as liaison with the HHS Office of the Assistant Secretary for Management and Budget to coordinate organizational proposals requiring Secretarial approval; prepares functional statements and official organizational charts. Administers ACF's system for review, approval, and documentation of delegations of authority and maintains the guidelines related to the delegations of authority.

L. The Office of Administrative Services and Facilities Management (OASFM) directs and manages ACF's administrative support services, facilities management programs and activities.

Provides agency-wide guidance on administrative issues; prepares, coordinates and disseminates information, policy, and/or procedural guidance on administrative and facilities management issues. Directs and/or coordinates management initiatives to improve ACF administrative and facilities management services with the goal of continually improving services while reducing costs.

Maintains budgetary controls on administrative services accounts, reconciling accounting reports and invoices, and monitoring all spending. Controls OASFM Visa credit card for small purchases. Establishes and manages contracts and/or blanket purchase agreements (BPAs) for administrative support and facilities management services, including space design, building alteration and repair, telecommunications, reprographics, physical security, moving, labor, records and property management and inventory, systems furniture acquisitions and assembly, fleet management, and the Information Resource Center (library).

Provides management and oversight of ACF mail delivery services and activities, including Federal and contractor postal services nationwide, covering all classes of U.S. Postal Service mail, priority and express mail services, and courier services, etc.

Directs all activities associated with the ACF Master Housing Plan, including coordination and development of the agency long-range space budget; planning, budgeting, identification, solicitation, acceptance and utilization of office and special purpose space, repairs, and alterations; principal liaison with General Services Administration (GSA) and other Federal agencies, building managers and facilities engineers, architects and commercial representatives, for space acquisition, negotiation of lease terms, dealing with sensitive issues such as

handicapped barriers, space shortages, and security. Develops and maintains space floor plans and inventories, directory boards, and locator signs. OASFM serves as the lead for ACF in coordination and liaison with Departmental, GSA, Federal Protective Service, and other Federal agencies on implementation of Federal security directives. Responsible for planning and executing the Agency's environmental health, safety, and physical security programs, ensuring that appropriate occupational health and safety and occupant emergency evacuation plans are in place. Serves as principal liaison with private and/or Federal building managers for all administrative services and facilities management activities. Responsible for issuing, and managing and controlling badge and cardkey systems to control access to agency space for security purposes.

Develops and/or implements agency telecommunications management policy in accordance with Federal regulations and procedures. Reviews and directs payment of all agency telephone invoices. Recommends and advises on the design and function of telecommunications systems, based on user needs, costs and technological availability. Communicates directly with private industry service providers to coordinate the acquisition, installation and maintenance of voice/data telecommunications equipment and systems. Responsible for other sources of communications capability such as pagers, cellular phone service, cable TV service, and audio conferencing equipment and service. Coordinates the implementation of personal video and video conferencing. Updates and maintains the ACF LAN-based telephone directory, handles the distribution of all commercial directories, and updates and maintains the databases for telephone lines, and equipment inventories.

Plans, manages/operates employee transportation programs, including shuttle service and fleet management, employee and visitor parking, and commuter services and programs including transit subsidies and ridesharing. Develops and implements ACF travel policies and procedures consistent with Federal requirements. Provides technical assistance and oversight; coordinates ACF use of the Travel Management System; manages employee participation in the American Express Credit Card program for travel.

Purchases and tracks common use supplies, stationery and publications; manages equipment repair services and reprographics management activities; controls and maintains equipment and

personal property inventories; develops and coordinates records (paper) and forms management, and real property activities.

VIII. Within Chapter K, replace the term "Deputy Assistant Secretary for Program Operations" with "Deputy Assistant Secretary for Administration."

Dated: December 24, 1997.

Olivia A. Golden,

Assistant Secretary for Children and Families.

[FR Doc. 97-34217 Filed 12-31-97; 8:45 am]

BILLING CODE 4184-01-P

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration

[Docket No. 97M-0521]

Richard-James, Inc.; Premarket Approval of SILIKON 1000-Silicone Oil

AGENCY: Food and Drug Administration, HHS.

ACTION: Notice.

SUMMARY: The Food and Drug Administration (FDA) is announcing its approval of the application submitted by Richard-James, Inc., Peabody, MA, for premarket approval, under the Federal Food, Drug, and Cosmetic Act (the act), of the SILIKON 1000-Silicone Oil. After reviewing the recommendation of the Ophthalmic Devices Panel, FDA's Center for Devices and Radiological Health (CDRH) notified the applicant, by letter of September 25, 1997, of the approval of the application.

DATES: Petitions for administrative review by February 2, 1998.

ADDRESSES: Written requests for copies of the summary of safety and effectiveness data and petitions for administrative review to the Dockets Management Branch (HFA-305), Food and Drug Administration, 12420 Parklawn Dr., rm. 1-23, Rockville, MD 20857.

FOR FURTHER INFORMATION CONTACT: James F. Saviola, Center for Devices and Radiological Health (HFZ-460), Food and Drug Administration, 9200 Corporate Blvd., Rockville, MD 20850, 301-594-2018.

SUPPLEMENTARY INFORMATION: On February 22, 1995, Richard-James, Inc., Peabody, MA 01960, submitted to CDRH an application for premarket approval of the SILIKON 1000-Silicone Oil. The device is an intraocular fluid and is indicated for use as a prolonged retinal tamponade in selected cases of complicated retinal detachments where other interventions are not appropriate