

functions of the agency, including whether the information will have practical utility;

- Evaluate the accuracy of the agencies estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

*Overview of this information:*

(1) *Type of information collection:* New collection.

(2) *The title of the form/collection:* National Firearms Act (NFA)—Special Occupational Taxes (SOT).

(3) *The agency form number, if any, and the applicable component of the department sponsoring the collection:* Form Number: ATF F 5630.5R, ATF 5630.5RC, ATF F 5630.7. Bureau of Alcohol, Tobacco, Firearms and Explosives.

(4) *Affected public who will be asked or required to respond, as well as a brief abstract:* Primary: Business or other for-profit. Other: None. ATF F 5630.7, Special Tax Registration and Return National Firearms Act (NFA) is completed and returned by businesses that are subject to Special Occupational Taxes under the National Firearms Act for either initial tax payment or business information changes. This form serves as both a return and a business registration. ATF F 5630.5R, 2005 NFA Special Tax Renewal Registration and Return and ATF F 5630.5RC, 2005 NFA Special Tax Location Registration Listing are preprinted forms sent to taxpayers who owe Special Occupational Taxes under the National Firearms Act. Taxpayers validate and correct the information and send the forms back with payment for the applicable tax year.

(5) *An estimate of the total number of respondents and the amount of time estimated for an average respondent to respond/reply:* It is estimated that 2,800 taxpayers will complete forms ATF F 5630.5R and ATF F 5630.5RC in approximately 20 minutes (10 minutes for each form). It is also estimated that 200 new taxpayers will complete ATF F 5630.7 in its entirety in approximately 15 minutes. The total number of respondents for this information collection is 3,000.

(6) *An estimate of the total public burden (in hours) associated with the collection:* The total burden for ATF F 5630.5R and ATF F 5630.5RC is 933 hours. The total burden for ATF F 5630.7 is 50 hours. The estimated total public burden associated with this information collection is 983 hours.

*If additional information is required contact:* Brenda E. Dyer, Department Deputy Clearance Officer, Policy and Planning Staff, Justice Management Division, United States Department of Justice, 601 D Street NW, Patrick Henry Building, Suite 1600, NW, Washington, DC 20530.

Dated: March 17, 2004.

**Brenda Dyer,**

*Department Deputy Clearance Officer, United States Department of Justice.*

[FR Doc. 04-6403 Filed 3-22-04; 8:45 am]

**BILLING CODE 4410-FY-P**

## DEPARTMENT OF JUSTICE

### National Institute of Corrections

#### **Solicitation for a Cooperative Agreement—Workforce Development for Community Corrections: Defining Workforce Issues and Strategies for the 21st Century**

**AGENCY:** National Institute of Corrections, Department of Justice.

**ACTION:** Solicitation for a cooperative agreement.

**SUMMARY:** The Department of Justice (DOJ), National Institute of Corrections (NIC), announces the availability of funds in FY2004 for a cooperative agreement to fund the Project “Workforce Development for Community Corrections: Defining Workforce Issues and Strategies for the 21st Century.” NIC will award this cooperative agreement to create a guidebook that will identify, analyze and address critical issues and challenges, and suggest strategies and solutions, related to recruitment, hiring, preemployment assessment, performance evaluation, job descriptions, retention of staff, and required knowledge and skills for promotion into first line supervisory positions. Up to \$75,000 is available for this project.

**DATES:** Applications must be received by 4 p.m., eastern daylight savings time, on Thursday, June 3, 2004.

**ADDRESSES:** Mailed applications must be sent to: Director, National Institute of Corrections, 320 First Street, NW., Room 5007, Washington, DC 20534. Applicants are encouraged to use Federal Express, UPS, or similar service

to ensure delivery by the due date as mail at NIC is still being delayed due to recent events.

Hand delivered applications can be brought to 500 First Street, NW., Room 700, Washington, DC 20534. At the front desk, call 7-3106 extension 0 for pickup. Faxed or e-mailed applications will not be accepted.

Electronic applications can be submitted at the [www.grants.gov](http://www.grants.gov) Web site.

**FOR FURTHER INFORMATION CONTACT:** All technical and/or programmatic questions concerning this announcement should be directed to Drew Molloy at the above address, or by calling (202) 514-0100 or 1-800-995-6423, extension 40100 or by e-mail at [amolloy@bop.gov](mailto:amolloy@bop.gov).

#### **SUPPLEMENTARY INFORMATION:**

##### **Background**

Over the past several years, community corrections professionals have been asked to take on expanded roles in the justice system and the broader community. For some staff the expected activities are new, and for others, the activities are reminiscent of what they were asked to do early in their careers. In addition, in the 21st century, the job expectations are not always clearly defined, are constantly changing to meet the needs of an agency, and may not always be targeted in recruiting and staff development efforts. Community corrections' staff are not only asked to supervise offenders, but are also asked to be change agents with offenders, develop partnerships with human services agencies, work closely with community-based organizations and advocacy groups, deliver offender services directly, and be familiar with changing technologies related to community corrections.

##### **Purpose**

This project will define the critical needs and challenges for the community corrections field as it seeks to provide a professional and skilled workforce in the 21st century. The project will consist of, but not be limited to, examining expanded and changing job roles and related job descriptions, the skills and experiences required to fill these jobs, the changing workforce entering the profession, recruitment and retention strategies, developing field staff into first line supervisors, and the changing role of first line supervisors. In addition, the project will look at what staff development and organizational development issues should be addressed, how agency executives can improve staff job satisfaction and move

forward with a changing workforce, and what roles do institutions of higher learning, organized labor, research and the changing offender population (mental health, elderly, women offenders, violent and younger offenders) play in the process.

The project will also tie into the framework and principles of Evidence Based Practices (EBP); while recognizing that not every agency will be formally involved in EBP but will still be seeking answers to deal with the changing workforce of the 21st century.

### Scope of Work

The project will consist of two components: (1) a small advisory workgroup of community correction practitioners and human resources specialists and, (2) the cooperative agreement award. The workgroup will provide the knowledge and expertise pertaining to the community corrections workforce and human resources in general. In addition, it will work closely with the cooperative agreement recipient as the guidebook is developed and finalized. It is anticipated that the workgroup will meet on at least two occasions during the fiscal year 2004. The second meeting will be held to review outcomes from the first meeting and to meet with the cooperative agreement recipient to review the status of the guidebook. The workgroup will be convened and funded by NIC with resources independent of the cooperative agreement.

The successful applicant for this cooperative agreement will be expected to work both independently and with the workgroup, gathering information on the human services workforce in the 21st century, with a focus on community corrections. To gather information the applicant may plan focus groups meetings, conduct research, visit community corrections agencies, conduct surveys, interview community corrections professionals at all levels, attend local, state, and national community corrections conferences, seek input from professional community corrections associations, contact criminal justice departments at institutions of higher learning and/or seek material related to the project from any other resources. Funding for these activities would come from the cooperative agreement award.

Focus groups will be conducted by NIC staff (and members of the workgroup) at one regional corrections conference and one national probation and parole conference, and possibly other meetings and conferences. A NIC sponsored meeting of state executives of probation, parole and community

corrections will be held in which information for this project will be gathered from those individuals.

The cooperative agreement will have the following outcomes:

- Define the critical needs and challenges facing the community corrections profession as it seeks to provide a skilled and professional workforce in the 21st century.
- Define the skills and experiences required of a community corrections workforce in the 21st century.
- Develop and recommend job descriptions for the changing workforce.
- Identify and recommend recruitment, hiring and retention strategies for the changing community corrections workforce.
- Identify and recommend strategies for developing line staff into first line supervisors within the context of the changing workforce and changing roles of community corrections staff.
- Develop, write and prepare for final NIC publication a guidebook (that would serve as a resource for agencies) which outlines the aforementioned definitions, recommendations and strategies for the community corrections workforce in the 21st century. In addition, the guidebook could serve institutions of higher learning as a resource for incorporating community corrections workforce issues into the criminal justice curriculum.

A cooperative agreement is an assistance relationship where the National Institute of Corrections is substantially involved in all aspects of the project during the performance of the award. An award is made to a recipient who will, in concert with the Institute, develop and write an issues-oriented guidebook on recruiting, retaining, evaluating and developing into leadership roles a skilled workforce in the 21st century for probation, parole and community corrections agencies.

### Specific Requirements

Applicants must prepare a proposal that describes their plan to provide the project outcomes. The plan must include goals and objectives, methodology, deliverables, management plan, and an overall project budget for a 12 month period for the date of award. Applicants must identify their key project staff and the relevant expertise of each, and address the manner in which they would perform all tasks in collaboration with the NIC Project Manager and the workgroup. Proposals are limited to twenty-five double-spaced pages in length, not including resumes, other addenda, and SF-424 forms.

### Application Requirements

Applications must be submitted using OMB Standard Form 242, Application for Federal Assistance, Budget Information for Non-Construction Programs (SF424A), Assurances—Non-Construction Programs (SF424B) and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. It is also requested that the optional form Ensuring Equal Opportunity for Applicants (DOJ Form 560) also be submitted. All of these forms can be found on NIC's Web site: [www.nicic.org](http://www.nicic.org) (under Partnering with NIC, Cooperative Agreements, How to Apply).

All applications should be concisely written, typed double spaced and referenced to the project by the "NIC Application Number" and Title referenced in this document. If submitted in hard copy, submit an original and 5 copies. The original should have the applicant's signature in blue ink. A cover letter must identify the responsible audit agency for the applicant's financial accounts.

**Authority:** Public Law 93-415.

### Funds Available

This award will be limited to a maximum of \$75,000 for both direct and indirect costs for 12 months. Funds may only be used for activities that are linked to the desired outcomes of the project. No funds are transferred to State or local governments.

All products from this funding effort will be in the public domain and available to interested agencies through the National Institute of Corrections.

### Eligibility of Applicants

An eligible applicant is any State or general unit of local government, private or non-profit agency, educational institution, organization, individual, or team with expertise in the described areas.

### Review Considerations

Applications received under this announcement will be subjected to a 3 to 5 person NIC Peer Review Process.

*Number of Awards:* One (1).

*NIC Application Number:* 04C30 This number should appear as a reference line in the cover letter, in box 11 of SF-424, and, if sent in hard copy, on the outside of the envelope in which the application is sent.

*Catalog of Federal Domestic Assistance Number:* 16.601—Training and staff Development.

*Executive Order 12372:* This project is not subject to the provisions of Executive Order 12372.

Dated: March 15, 2004.

**Morris L. Thigpen,**

*Director, National Institute of Corrections.*

[FR Doc. 04-6354 Filed 3-22-04; 8:45 am]

**BILLING CODE 4410-36-M**

## DEPARTMENT OF LABOR

### Office of the Secretary

#### Submission for OMB Review; Comment Request

March 11, 2004.

The Department of Labor (DOL) has submitted the following public information collection request (ICR) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. chapter 35). A copy of each ICR, with applicable supporting documentation, may be obtained by contacting the Department of Labor (DOL). To obtain documentation, contact Ira Mills on 202-693-4122 (this is not a toll-free number) or e-mail: [mills.ira@dol.gov](mailto:mills.ira@dol.gov).

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for DOL, Office of Management and Budget, Room 10235, Washington, DC 20503, 202-395-7316 (this is not a toll-free number), within 30 days from the date of this publication in the **Federal Register**.

The OMB is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information will have practical utility;
- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
- Enhance the quality, utility, and clarity of the information to be collected; and
- Minimize the burden of the collection of information on those who are to respond, including through the use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses.

*Agency:* Bureau of Labor Statistics.

*Type of Review:* Reinstatement, with change, of a previously approved collection for which approval has expired.

*Title:* Work Schedules Supplement to the CPS.

*OMB Number:* 1220-0119.

*Frequency:* On Occasion.

*Affected Public:* Individuals or households.

*Number of Respondents:* 58,000.

*Number of Annual Responses:* 58,000.

*Estimated Time Per Response:* 4.5 minutes.

*Burden Hours Total:* 4,350 hours.

*Total Annualized Capital/Startup*

*Costs:* \$0.

*Total Annual Costs (Operating/Maintaining Systems or Purchasing Services):* \$0.

*Description:* The work schedules supplement will gather information on shift work and other alternative work schedules, as well as data on the number and characteristics of persons who work at home.

**Ira L. Mills,**

*Departmental Clearance Officer.*

[FR Doc. 04-6442 Filed 3-22-04; 8:45 am]

**BILLING CODE 4510-24-M**

## DEPARTMENT OF LABOR

### Office of the Secretary

#### Submission for OMB Review; Comment Request

March 12, 2004.

The Department of Labor (DOL) has submitted the following public information collection request (ICR) to the Office of Management and Budget (OMB) for review and approval in accordance with the Paperwork Reduction Act of 1995 (Pub. L. 104-13, 44 U.S.C. chapter 35). A copy of each ICR, with applicable supporting documentation, may be obtained by contacting the Department of Labor (DOL). To obtain documentation, contact Ira Mills on 202-693-4122 (this is not a toll-free number) or e-mail: [mills.ira@dol.gov](mailto:mills.ira@dol.gov).

Comments should be sent to Office of Information and Regulatory Affairs, Attn: OMB Desk Officer for DOL, Office of Management and Budget, Room 10235, Washington, DC 20503 202-395-7316 (this is not a toll-free number), within 30 days from the date of this publication in the **Federal Register**.

The OMB is particularly interested in comments which:

- Evaluate whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including

whether the information will have practical utility;

- Evaluate the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions used;
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*Agency:* Employment Standards Administration.

*Type of Review:* Extension of a currently approved collection.

*Title:* Davis-Bacon and Related Acts/Contract Work Hours and Safety Standards Act Reporting Requirements—Regulations, 29 CFR Part 5.

*OMB Number:* 1215-0140.

*Frequency:* On occasion.

*Affected Public:* Business or other for-profit; Federal Government; State, Local or Tribal Government.

*Number of Respondents:* 1,506.

*Number of Annual Responses:* 1,506.

*Estimated Time Per Response:* 15 minutes to 1 hour.

*Burden Hours Total:* 381 hours.

*Total annualized capital/startup costs:* \$0.

*Total annual costs (operating/maintaining systems or purchasing services):* \$0.

*Description:* The regulation prescribes labor standards for federally financed and assisted construction contracts subject to the Davis-Bacon and Related Acts, as well as labor standards for non-construction contracts subject to the Contract Work Hours and Safety Standards Act.

**Ira L. Mills,**

*Departmental Clearance Officer.*

[FR Doc. 04-6443 Filed 3-22-04; 8:45 am]

**BILLING CODE 4510-27-M**

## DEPARTMENT OF LABOR

### Office of the Secretary

#### Submission for OMB Review; Comment Request

March 12, 2004.

The Department of Labor (DOL) has submitted the following public information collection request (ICR) to the Office of Management and Budget