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The Director, Management Analysis and Services Office, has been delegated the authority to sign Federal Register notices pertaining to announcements of meetings and other committee management activities, for both CDC and the Agency for Toxic Substances and Disease Registry.

Dated: June 18, 2003.

**Diane Allen,**

*Acting Branch Chief, Management Analysis and Services Office, Centers for Disease Control and Prevention (CDC).*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

#### Statement of Organization, Functions, and Delegations of Authority

Part C (Centers for Disease Control and Prevention) of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (45 FR 67772-76, dated October 14, 1980, and corrected at 45 FR 69296, October 20, 1980, as amended most recently at 68 FR 7118-7123, dated February 12, 2003) is amended to reorganize the National Center for HIV, STD, and TB Prevention.

Section C-B, Organization and Functions, is hereby amended as follows:

Delete in its entirety the functional statement for the Resource Management Office and insert the following:

*Financial and Administrative Services Office (CK12).* The mission of the Financial and Administrative Services Office (FASO) in the Office of the Director in the National Center for HIV, STD, and TB Prevention (NCHSTP) is to centralize and facilitate the financial and administrative duties required to manage NCHSTP. In carrying out this mission, the Financial and Administrative Services Office: (1) Plans, coordinates, and provides administrative and management advice and guidance for NCHSTP; (2) provides and coordinates Center-wide administrative, management, and support services in the areas of fiscal management, personnel, travel, procurement, facility management, and other administrative services; (3) coordinates NCHSTP requirements relating to small purchase

procurements, VISA procurements, materiel management, and intra-agency agreements/reimbursable agreements; (4) provides lead fiscal management for contracts and supportive fiscal management for grants and cooperative agreements; (5) serves as a liaison for external inquiries of current fiscal year funding expenditures; (6) coordinates facility management issues, problems and changes, physical security issues, and policies regarding telecommunications, office furniture and equipment; (7) provides oversight and management of NCHSTP conference rooms, support and setup of Envision services and assistance with audio-visual equipment; (8) provides meeting planning assistance and services, serves as Project Officer and liaison for any meeting planning contractors, negotiates with vendors for providing conference location, rental of equipment; (9) maintains liaison with CIOs, Staff Offices, Staff Service Offices, and NCHSTP staff. (10) Serves as an initial point of contact between partners and NCHSTP programs; (11) provides guidance and coordination to Divisions on cross-divisional negotiated agreements; (12) facilitates NCHSTP shifts to the administration of non-categorical, cross-cutting grants/cooperative agreements; (13) facilitates state and local cross-divisional issues identification and solutions; (14) advocates for consistent and judicious interpretation and application of established Center-level policy related to cross-divisional issues and field staff management; (15) facilitates and provides consultation on field staff human resource management issues; (16) advocates the use of information technology to strengthen the communications among the divisions, field staff, and partners; (17) develops, reviews, and implements policies, methods, and procedures for NCHSTP extramural assistance programs; (18) provides financial tracking for Center-wide extramural grants and cooperative agreements; (19) provides consultation and technical assistance to NCHSTP program officials in the planning, implementation, and administration of assistance programs; (20) participates in evaluation of project resources and the resolution of audit exceptions; (21) develops and implements objective review processes, including use of special emphasis panels, for competitive application cycles; (22) assures Center-wide consistency in providing review of continuation assistance applications; (23) interprets general policy directives, proposed legislation, and appropriations language for implications on extramural

programs; (24) provides Center-wide management training to supervisors, managers and team leaders; (25) facilitates international training through short-term TDYs with international programs; (26) through short-term TDYs provides technical assistance to CDC's international program; (27) provides developmental training to NCHSTP's field staff; and (28) provides liaison with OPS and OD staff offices.

Delete in its entirety the functional statement for the Prevention Support Office (CK16).

After the Planning and Evaluation Office (CK15), insert the following:

*Office of Health Disparities (CK17).* The mission of the Office of Health Disparities (OHD) in the Office of the Director in the National Center for HIV, STD, and TB Prevention (NCHSTP) is to improve the health of populations disproportionately affected by HIV, STDs, TB and other related diseases and conditions and ultimately to eliminate health disparities. These populations include racial and ethnic minorities, women, persons incarcerated in the correctional system, and other persons disproportionately affected by these conditions. In carrying out this mission, the Office of Health Disparities: (1) Coordinates and tracks health disparity activities within the center; (2) collaborates with the CDC Office of the Director and other CIOs on health disparity activities; (3) develops partnerships with other federal agencies and nongovernmental organizations working on similarly-affected populations; (4) supports research, surveillance, education, training, and program development to reduce health disparities; (5) provides project management, technical support and funding to the Tuskegee University National Center for Bioethics in Research and Health Care; (6) manages the Tuskegee Participants Health Benefits Program; (7) promotes and facilitates collaboration of state and local health department and corresponding correctional systems to build strong systems for screening, testing, surveillance, prevention education, and continuity of care for HIV, STDs, TB, and related conditions for persons incarcerated in correctional systems; (8) sponsors workgroups, meetings, and conferences related to health disparities; (9) promotes a diverse public health workforce through internships, fellowships, training programs, and other activities; (10) works with the CDC Office of Minority Health to monitor progress in meeting the four Executive Orders related to improving minority health.

Dated: June 3, 2003.

**William H. Gimson,**

*Chief Operating Officer, Centers for Disease Control and Prevention (CDC).*

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## DEPARTMENT OF HEALTH AND HUMAN SERVICES

### Centers for Disease Control and Prevention

#### Statement of Organization, Functions, and Delegations of Authority

Part C (Centers for Disease Control and Prevention) of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (45 FR 67772-76, dated October 14, 1980, and corrected at 45 FR 69296, October 20, 1980, as amended most recently at 68 FR 7118-7123, dated February 12, 2003) is amended to reorganize the National Center for HIV, STD, and TB Prevention.

Section C-B, Organization and Functions, is hereby amended as follows:

Delete in its entirety the functional statement for the Division of Tuberculosis Elimination and insert the following:

*Division of Tuberculosis Elimination (CK4).* To promote health and quality of life by preventing, controlling, and eventually eliminating tuberculosis from the United States, and by collaborating with other countries and international partners in controlling tuberculosis world-wide. For the purpose of fulfilling the mission, the Division administers and promotes a national program for the prevention, control, and elimination of tuberculosis (TB); provides leadership and formulates national policies and guidelines; conducts behavioral, health systems, and clinical research; supports a nationwide framework for surveillance of tuberculosis and evaluation of national TB prevention and control program performance; provides administrative support for the Federal TB Task Force, and supports and collaborates with the National Tuberculosis Controllers Association to promote effective national communications and coordinated feedback on urgent policy and program performance issues; provides technical supervision and training to Federal assignees working in the state and local tuberculosis control programs; develops training and educational materials, and provides technical assistance on

communications and training needs; participates in the development of policies and guidelines for TB prevention and control within populations at high risk, such as persons with human immunodeficiency virus (HIV); provides programmatic consultation, technical assistance, and outbreak response assistance to state and local health departments; and, provides technical assistance to TB programs in other countries by collaborating with international partners.

*Office of the Director (CK41).* (1) Provides leadership and guidance in program planning and management, policy formulation, and development of training, surveillance, and research programs; (2) directs and evaluates the operations of the Division; (3) establishes contact with, and promotes tuberculosis activities of, other national organizations which have an important role to play in achieving tuberculosis elimination; (4) provides administrative support services for the Division; (5) collaborates and coordinates Division activities with other components of the National Center for HIV, STD, and TB Prevention (NCHSTP) and the Centers for Disease Control and Prevention (CDC); (6) provides administrative and technical support to the Advisory Council for the Elimination of Tuberculosis (ACET); and, (7) provides administrative and technical support for the National Coalition for the Elimination of Tuberculosis (NCET).

*Communications, Education, and Behavioral Studies Branch (CK42).*

(1) Provides technical assistance to health departments and other health care providers in assessing and meeting their TB training, education, and communication needs and in assessing the impact of their training and education activities; (2) provides technical assistance to health departments and other TB health care providers regarding behavioral studies research and intervention development; (3) collaborates with the World Health Organization (WHO), the World Bank, the International Union Against Tuberculosis and Lung Diseases (IUATLD), and the United States Agency for International Development (USAID), and others, in assessing and meeting TB training, education, and communication needs in other countries; (4) provides consultation and assistance in coordinating TB training, education, behavioral studies and interventions, and communication activities carried out by other CDC programs, Model TB Centers, and NCET members; (5) develops, markets, and maintains a list serve of persons with

TB-related education, training, and communication responsibilities; (6) assists in planning and coordinating agendas necessary to conduct tuberculosis conferences and workshops sponsored by the Division; (7) provides coordination and oversight for duty officer functions; (8) organizes and maintains a library of scientific and non-scientific information related to TB; (9) conducts formative research and evaluation on approaches to patient, provider, and public education; (10) conducts research on individuals and social factors affecting health-care seeking and treatment outcomes related to tuberculosis; (11) based on research conducted, develops behavioral interventions targeted to health care providers, persons with or at risk for TB, and other high risk populations; (12) provides consultation to national and international organizations on behavioral research needs and study designs, and on the technical transfer of behavioral research findings into TB program practice and TB training and educational strategies; (13) provides consultation, technical assistance, and coordination to other branches within the division regarding development and implementation of behavioral interventions and training for branch specific activities such as TIMS, ARPE, and surveillance activities; (14) provides consultation and assistance in coordinating the writing of studies for publication of manuscripts in scientific journals; (15) presents findings at national and scientific meetings; (16) develops, produces, disseminates, and evaluates training and educational materials and courses providing tuberculosis information to the scientific and public health communities, as well as the general population; (17) conducts training and education needs assessments and identifies resources available for health department TB control officers and senior managers, TB nurse consultants, TB training and education directors and for senior staff carrying out TB activities in other programs or facilities serving persons at high risk for TB; (18) develops, conducts, and coordinates training courses on tuberculosis for state and big city TB program managers and nurse consultants; (19) based on needs assessments, develops and conducts or coordinates training courses and materials for staff who train and/or supervise front-line TB program staff; (20) plans, coordinates, and maintains the Division's Internet and Intranet Web sites; (21) conducts and/or coordinates communications programs designed to build public support and sustain public