

authority for agency-wide information resources management projects; and (12) reviews and analyzes new information resources management developments and ensures necessary support services are provided.

#### **Division of Grants Management (MBE)**

(1) Conducts all aspects of the SAMHSA grants management process; (2) develops, implements, and coordinates the application of Agency standards, methods and procedures for the management of grants and cooperative agreements; (3) provides guidance to the Agency, applicants, and grantees on the management and administrative aspects of grant programs; (4) reviews applications, reports, and active projects to ensure compliance with management policies and procedures; (5) prepares, processes, and disseminates award documents; (6) prepares special and recurring reports relating to applications and awards; and (7) measures and tracks grants management performance.

#### **Division of Contracts Management (MBF)**

(1) Conducts all aspects of the SAMHSA contracts management process; (2) develops and implements standards and procedures for the management of the Agency's contracts and purchase card programs; (3) reviews and evaluates contract proposals to determine acceptability and cost reasonableness; (4) advises Agency personnel on contracts management policies and procedures established by law and Agency guidelines; (5) maintains internal control over the contracts management function; (6) issues contract awards following appropriate laws, regulations, guidelines and policies; (7) coordinates and participates in all phases of the acquisition cycle, including pre-solicitation, solicitation, negotiation, award, administration, and close out of the Agency's contracts; and (8) measures and tracks contract management performance.

#### **Division of Operational Support (MBH)**

(1) Provides centralized administrative services for the Agency, including processing and coordinating requests for and providing advice on procurement actions, travel, property, facilities, and other activities; (2) coordinates actions as necessary with other HHS components such as the Program Support Center (PSC) procurement staff and the contract travel agency; (3) promotes the awarding of contracts to disadvantaged businesses and women-owned small businesses; (4)

processes and coordinates requests for SAMHSA administrative actions; (5) provides advice and guidance to staff on administrative procedures for processing actions such as travel orders, acquisition requests, and training documents; (6) ensures administrative actions are consistent with regulations and other requirements, and implements general management policies as prescribed by SAMHSA and higher authorities; (7) coordinates the provision of support in the areas of real and personal property, building management, facility management, health and safety, security, transportation, parking, and telecommunications; (8) in collaboration with the Division of Financial Management in the Office of Policy, Planning, and Budget, performs budget execution tasks such as certifying funds, maintaining the commitment database, and reconciling accounts for program management for SAMHSA; (9) coordinates and complies with policies and procedures set forth by the Division of Financial Management for budget execution.

*Section M.40. Delegations of Authority.* All delegations and redelegations of authority to officers and employees of SAMHSA which were in effect immediately prior to the effective date of this reorganization shall continue in effect pending further redelegations, providing they are consistent with the reorganization.

These organizational changes are effective November 21, 2003.

Dated: November 21, 2003.

**Charles G. Curie,**  
*Administrator.*

[FR Doc. 03-30024 Filed 12-1-03; 8:45 am]

**BILLING CODE 4160-01-P**

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **Substance Abuse and Mental Health Services Administration**

#### **Notice of Listing of Members of the Substance Abuse and Mental Health Services Administration's Senior Executive Service Performance Review Board (PRB)**

The Substance Abuse and Mental Health Services Administration (SAMHSA) announces the persons who will serve on the Substance Abuse and Mental Health Services Administration's Performance Review Board. This action is being taken in accordance with Title 5, U.S.C., Section 4314(c)(4), which requires that members of performance review boards be

appointed in a manner to ensure consistency, stability, and objectivity in performance appraisals, and requires that notice of the appointment of an individual to serve as a member be published in the **Federal Register**.

The following persons will serve on the SAMHSA Performance Review Board, which oversees the evaluation of performance appraisals of SAMHSA's Senior Executive Service (SES) members:

James L. Stone, Chairperson,  
H. Westley Clark, M.D., J.D., M.P.H.,  
Daryl W. Kade,  
Mark A. Weber.

For further information about the SAMHSA Performance Review Board, contact the Division of Management Systems and Analysis, Substance Abuse and Mental Health Services Administration, 5600 Fishers Lane, Room 14 C-24, Rockville, Maryland 20857, telephone (301) 443-3408 (not a toll-free number).

**Charles G. Curie,**

*Administrator, SAMHSA.*

[FR Doc. 03-29982 Filed 12-1-03; 8:45 am]

**BILLING CODE 4160-01-P**

## **DEPARTMENT OF HOMELAND SECURITY**

### **Citizenship and Immigration Services**

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

**ACTION:** 30-Day Notice of Information Collection under Review: Employment Eligibility Verification; Form I-9.

The Department of Homeland Security (DHS) and the U.S. Citizenship and Immigration Services (CIS) has submitted the following information collection request to the Office of Management and Budget (OMB) for review and clearance in accordance with the Paperwork Reduction Act of 1995. A notice containing this information collection was previously published in the **Federal Register** on July 28, 2002, at 68 FR 44347. The notice allowed for a 60-day public review and comment period. No comments were received by the CIS on this proposed information collection.

The purpose of this notice is to allow an additional 30 days for public comments. Comments are encouraged and will be accepted until January 2, 2004. This process is conducted in accordance with 5 CFR 1320.10.

Written comments and/or suggestions regarding the items contained in this