OMB Number: 1219-0041

Frequency: On occasion Affected Public: Business or other forprofit

Number of Respondents: 200

Estimated Time per Respondent: 30 minutes

Total Burden Hours: 100

Description: Requires coal mine operators to develop programs to prevent persons from carrying smoking materials, matches, or lighters underground and to prevent smoking in hazardous areas, such as in or around oil houses, explosives, magazines, etc. Mine operators are further required to submit the programs to MSHA for approval.

Type of Review: Extension

- Agency: Mine Safety and Health Administration
- Title: Certificate of Training
- OMB Number: 1219–0070

Agency Number: MSHA Form 5000–23

- Frequency: On occasion
- Affected Public: Business or other forprofit

Number of Respondents: 28,610

Estimated Time per Respondent: 1.84 hours

Total Burden Hours: 52,642

Description: The Mine Safety Health Administration (MSHA) Form 5000– 23 is a mandatory form used to record training received by miners. The form provides the mine operator with a recordkeeping form, the miner with a certificate of training, and MSHA a monitoring tool for determining compliance requirement.

Kenneth A. Mills,

Departmental Clearance Officer. [FR Doc. 95–5778 Filed 3–8–95; 8:45 am] BILLING CODE 4510–27–M

Glass Ceiling Commission; Criteria and Application Process for the National Award for Diversity and Excellence in American Executive Management

SUMMARY: The Glass Ceiling Commission is announcing the procedure for applying for the Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management. The award is an annual Presidential award to recognize a United States business for excellence in promoting a more diverse skilled work force at the management and decisionmaking levels in business.

DATES: Applications are due by April 30, 1995.

ADDRESSES: Applications should be sent to: The Glass Ceiling Commission,

Perkins-Dole Award, U.S. Department of Labor, 200 Constitution Avenue, N.W., Room C–2313, Washington, DC 20210. **FOR FURTHER INFORMATION CONTACT:** René A. Redwood, Executive Director, The Glass Ceiling Commission, U.S. Department of Labor, 200 Constitution Avenue, NW., Room C–2313, Washington, DC 20210. Telephone (202) 219–7342.

Background

The Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management was established pursuant to Public Law 102–166, The Glass Ceiling Act of 1991. The glass ceiling is defined as those artificial barriers based on attitudinal or organizational bias that prevent qualified minorities and women from advancing in their organizations into management and decisionmaking positions.

Purpose

The Frances Perkins/Elizabeth Hanford Dole National Award for Diversity and Excellence in American Executive Management is an annual Presidential award to recognize a United States business for excellence in promoting a more diverse skilled work force at the management and decisionmaking levels in business.

Business Defined

For the purposes of this award, business includes:

1. Corporation including nonprofit corporations;

- 2. Partnerships;
- 3. Professional association;
- 4. Labor organization;

5. Business entity similar to any entity described in 1 through 4;

6. An education referral program, a training program, such as an apprenticeship or management training program or similar program; and

7. Joint program formed by a combination of any entities described in 1 through 6.

Evaluation Criteria

The business must demonstrate that it has made substantial effort and progress to promote the opportunities and developmental experiences of minorities and women in order to foster advancement to management and decisionmaking positions within the business, including the elimination of artificial barriers to the advancement of minorities and women, and deserves special recognition as a consequence. Demonstration of substantial effort in promoting work force diversity initiatives must include a formal process that is quantifiable and emulatable and must be designed to:

- -Create a work environment where all employees are able to achieve their full potential within the organization;
- -Eliminate barriers to the advancement of minorities and women;
- -Share information on successful diversity management and its benefits

In addition, the business must provide its definition of what constitutes senior management and a detailed demographic breakout of the total number of women and men within each management level by race and ethnicity.

The policies, programs, achievements, of each applicant will be evaluated in the following areas.

Leadership

The CEO and senior executives must demonstrate personal involvement and leadership in developing and maintaining an environment for diversity management excellence. The applicant must describe how the requirements for such excellence are communicated and reinforced for all managers and supervisors and integrated into day-to-day leadership, management and supervision. Key methods of evaluating and improving the effectiveness and accountability of such leadership and involvement should be addressed. The result of effective leadership should also be discussed.

Recruitment, Selection, and Retention Practices

The applicant must demonstrate how the practices for filing management and decisionmaking positions take into consideration the diversity of the candidate pool for such positions. The applicant must describe the human resource recruitment practices as related to monitoring search firm referrals; word-of-mouth recruitment; designation of high potential employees and other strategies for recruiting. The selection procedures, including identification and selection of high potential employees must be described. The applicant must also describe successful results of recruitment and selection of a well diversified candidate pool for management and decisionmaking positions. Practices for retaining minorities and women must also be discussed.

Development Practices

The applicant must describe: the mechanisms for selecting employees for developmental experiences; the kinds of developmental practices provided, e.g.,