

1. Develops, publishes and implements standards and operating procedures within OSO. Develops and controls enforcement mechanisms to ensure adherence to operational standards. Administers the Federal systems standards program within OSO.

2. Directs the planning, implementation and evaluation of the systems security program in OSO and SSA privacy and security policies.

3. Serves as OSO liaison with other SSA components in matters of privacy and security. Provides for the security of all OSO resources in the centralized OSO computer boundaries established by the Deputy Commissioner for Finance, Assessment and Management.

4. Provides planning, evaluation and oversight on disaster recovery capabilities in order to maintain continuity of data center operations. Develops, implements and evaluates systems and procedures for the security and protection of data.

5. Formulates an OSO-wide Systems Plan and assigns responsibility to OSO components for various parts of the Plan. Works with OSO components to evaluate their proposed systems objectives in terms of technical feasibility, availability of resources and systems costs. Identifies the major OSO activities and resources needed to support these objectives. Directs and coordinates the OSO technical workpower, equipment and other special costs for the SSA budget process and justifies these on the basis of the ADP plan.

6. Coordinates OSO activities related to the SSA ADP Plan. Directs the preparation of detailed project plans including resource estimates for projects of which OSO has the lead. Monitors progress and use of workpower and equipment resources by OSO components against their approved plans. Develops standard methods for project management and assists OSO components in their use.

7. Manages the OSO technical training program. Assesses needs, and formulates and executes strategies to upgrade individual knowledge and skill levels.

8. Performs systems analysis, configuration design, software selection, implementation and procurement support for micro-computers, minicomputers and computer graphics systems and equipment for various components of OSO. Provides state-of-the-art technical expertise including the evaluation of new and existing systems activities and provides support for enhancements, modifications, design and/or redesign. Research and analyze emerging office systems developments

to ensure technology awareness and provide supporting systems development, design, planning and implementation. Provides systems training support within OSO.

I. The Division of Operational Resource Management (S4EL).

1. Directs OSO's participation in the Information Technology Systems (ITS) procurement process.

2. Performs technical and cost reviews of all OSO/ITS procurements. Performs technical review of procurement proposals for ITS resources.

3. Provides support for ITS Technical Evaluation Committees.

4. Supports contract administration for all OSO/ITS contracts.

5. Provides technical support to Project Officers in the development, modification and administration of ITS contracts.

6. Directs the renewal process for existing lease and maintenance contracts for ITS and telecommunications equipment and services.

7. Manages the fiscal administration of all ITS contracts, collecting, analyzing and reporting performance data to support required fiscal and other contractual proceedings.

8. Manages a centralized inventory of all SSA ITS and telecommunications equipment, and manages the ITS excess equipment process.

9. Provides for the centralized certification and authorization for the lease and maintenance of SSA's ITS and telecommunications equipment.

10. Provides necessary staff support to all users within OSO for the development of procurement documents and documentation.

11. Develops and maintains the OSO macroprocurement plan which relates to planned acquisitions of ITS equipment, software, system design and system support services.

12. Serves as Project Officer for ITS recompensation/ongoing maintenance contracts.

13. Provides technical support to OSO and other SSA components during major procurement activities. Ensures that procurement documentation complies with directives published by SSA and higher monitoring authorities. Provides recommendations for disposition of procurement proposals for ITS resources.

J. The Division of Integration and Environmental Testing (S4EM).

1. Directs and controls all activities with the release of new or enhanced versions of host programmatic and telecommunications-related software. Enforces software acceptance and certifications standards. Directs the

initial staging of program modules to be tested, including generation of executable code.

2. Develops and maintains extensive test data bases for use in the acceptance, integration and environmental testing processes. Develops and incorporates the use of software simulators and emulators in software acceptance testing.

3. Directs the integration testing of new or enhanced communications host software, remote network/terminal and microprocessor software and network communications software. Participates in the movement and/or migration of software systems and associated data files between complexes and processing components.

4. Directs environmental testing to ensure that all new or enhanced software is compatible with changing hardware configurations. Directs the integration of new or enhanced SSA programmatic software. Administers the generation of finalized testing results for evaluation. Directs software performance evaluations, parallel testing, timing studies, inter/intrasystem relationship and testing trend analysis.

5. Responsible for administering ADP hardware integration and acceptance testing.

6. Provides the checks and balances on SSA's ADP systems and equipment procurement for complying with contractual performance requirements throughout the life cycle of the procurement.

7. Directs the design, development and implementation of software to gather and report statistical information on the functioning of telecommunications networks.

Distributes the information to other SSA components to report on network performance and equipment utilization.

8. For all teleprocessing application software, manages and controls libraries, controls and migrates software into the production environment and designs and develops backup and recovery procedures.

9. Administers all activities pertaining to configuration management for the OSO change management system.

10. Monitors problem determination and resolution flow for all software, hardware and environmental failures that occur in the NCC and other Agency data processing centers.

K. The Division of Teleprocessing Systems Operations (S4EN).

1. Procures, installs, modifies and tunes all online/batch teleprocessing monitor systems software, vendor support products and Data Base Management Systems. Designs, modifies, implements and installs