

existing systems against user-defined requirements and performance criteria, and certifies that the changes are in conformance with functional specifications.

3. Develops and maintains a comprehensive, updated and integrated set of system requirements specifications for the payment process.

4. Performs requirements analyses and definition, conveying SSA-approved user needs and requirements in the area of Titles II and XVI payment processes to OSDD for the development of ADP specifications and systems design.

5. Evaluates legislative proposals, regulations and policy changes affecting the payment process.

6. Represents users in resolving system discrepancies and errors relating to existing payment processes with OSDD and OSO representatives.

7. Coordinates user requirements with SSA central and field offices and Federal and State agencies to ensure the efficiency and effectiveness of program information needs and overall systems support.

I. The Division of Planning and Support (S4HL).

1. Directs development, operation and maintenance of Management Support Systems which provide automated support to OSR and DCS planning, monitoring, project and resource management functions. Analyzes management requirements and needs of other OSR components, and develops appropriate systems support capability. Acquires necessary ADP capability to meet user needs through equipment acquisition or timesharing agreements. Works with OSPI and OIM contractors and other involved components to develop, maintain and implement systems' management support and control processes to integrate OSR's management support systems and processes systems-wide.

2. Provides standards, procedures, systems support and technical assistance to OSR project managers to facilitate preparation of work plans. Directs review of project work plans to ensure completeness, compatibility with standards and managerial directives, and requirements and conformity to the ADP Plan, Configuration Control Board (CCB) decisions and other management decisions. Coordinates systems-wide approval of new and modified plans, and ensures that differences and conflicts among components are resolved. Provides for monitoring progress of work projects against work plans and reporting status to systems management.

3. Develops procedures and works with systems management to develop, maintain and implement configuration control and systems change control processes. Directs review and control of requests for modification of SSA systems and documentation of problems identified in the validation and production of application software environments. Ensures that all systems change requests are in accordance with ADP Plan and CCB decisions and correspond to approved project work plans. Monitors change requests through the systems life cycle, and ensures that all necessary concurrences and approvals are obtained.

4. Monitors DCS workloads, resource estimates and resource usage and provides comprehensive resource information to DCS management to support workload priority decisions. Directs resource estimation and reporting processes for OSR.

5. Plans and analyzes information and resource requirements to determine the requirements for new or improved systems processes to support long-term agency needs, and develops a final list of recommended requirements for new or improved systems, setting priorities among the requirements.

6. Develops, maintains and publishes the overall approved SSA plan for fulfilling short-term and long-range information system requirements, including determining, classifying and ranking systems needs of all SSA components, and recommends final priorities for approval. Documents all critical issues having major Agencywide impact and forwards them to the Associate Commissioner for Systems Requirements for resolution.

7. Coordinates approved system requirements changes for pre-claims and claims areas with system modernization plans maintained by OSDD. Coordinates OSR input to Agency and DCS planning processes.

8. Coordinates Modernized Systems Operating Manual (MSOM) activities including Version Directory Management, Indexing, Cataloging, Scheduling and Transmittal release and manages MSOM on CD-ROM activities.

9. Coordinates the evaluation of legislative proposals affecting SSA programs for DCS and performs implementation monitoring.

J. The Division of Requirements Support and Security (S4HM).

1. Develops controls, auditability and security standards for the organizational information requirements for all SSA systems, and ensures the implementation of the standards within all areas of OSR's functional responsibilities. Also, develops methods

to improve control and security features based on established standards and cost/benefit considerations.

2. Reviews FR documents, requests for systems modifications, procedural issuance and related material developed by OSR components to determine adherence to SSA and the Office of Management and Budget standards relating to the security and integrity of SSA data processing and information systems.

3. Leads and/or coordinates reviews of programmatic processes and systems to identify weaknesses in control, auditability and security features, makes recommendations for improvement, and coordinates activities with other SSA components to ensure that approved recommendations are implemented.

4. Provides the capability for, and performs dynamic testing and static testing of, all programmatic systems in support of SSA and oversight Agency requirements, as well as in support of OSR control and audit process reviews.

5. Develops requirements for, and authorizes systems software changes to, various Control and Audit Test Facility software modules and programmatic modules used in the performance of static and dynamic testing, and validates those changes.

6. Coordinates with users and all systems components on Privacy Act and Freedom of Information Act (FOIA) issues to ensure that FRs and procedures are in conformance with that legislation.

7. Performs requirement analyses and definition and conveys SSA approved user needs and requirements in the area of audit data collection to OSDD for the development of ADP specifications and systems designs.

8. Reviews SSA approved security access control requirements to ensure that they reflect any recent additions or modifications to an applications functionality and conveys the requirements to OSO for an update of the access control apparatus.

9. Performs security, functional security, access control, Individuals of Extraordinary National Prominence and Social Security Number Block validations, and audit trail data collection validations to ensure that profiles are accurate, security does not interfere with the functionality of an application and audit trail data are properly collected.

10. Develops requirements for and validates software changes to the TOP SECRET Administration process.

11. Implements and supports the appropriate standards and procedures for functional requirements definition and analysis stages through the use of