

A. The Director, Office of Systems Planning and Integration (S4J).  
 B. The Deputy Director, Office of Systems Planning and Integration (S4J).  
 C. The Immediate Office of the Director, Office of Systems Planning and Integration (S4J).  
 D. The Division of Systems Engineering (S4JA).

E. The Division of Systems Planning (S4JC).

Section S4J.20 *Office of Systems Planning and Integration*—(Function):

A. The Director, Office of Systems Planning and Integration (S4J) is directly responsible to the Deputy Commissioner, Systems for carrying out the Office of Systems Planning and Integration's mission and managing its respective components.

B. The Deputy Director, Office of Systems Planning and Integration (S4J) assists the Director in carrying out his/her responsibilities and performs other duties as the Director may prescribe.

C. The Immediate Office of the Director, Office of Systems Planning and Integration (S4J) provides internal operations and management analysis staff support and assistance to the Director, the Deputy Director and all of the Office of Systems Planning and Integration components.

D. The Division of Systems Engineering (S4JA) is responsible for the development of Systems-wide policies, procedures and standards for all phases of the systems life cycle development process and systems security and integrity; development of methods to assure the quality of systems products; and development and maintenance of the Software Engineering Technology, which includes the policies, standards, guidelines, procedures, tools and training elements pertaining to the following software life cycle stages: requirements definition and analysis, design, programming, validation, operation and review. The Division develops proposals and recommendations for new software engineering methods for use at SSA, based on extensive research into various methodologies utilized by other data processing installations. Develops and maintains quality assurance procedures and mechanisms to assure that software products satisfy user requirements and conform to the defined standards, guidelines and procedures of SSA systems. The Division is responsible for assessment of new technologies and planning for and acquiring technical training for systems personnel. It analyzes the current SSA data processing environment, future systems requirements and technology forecasts to evaluate the applicability of new

technologies to SSA processes. It develops pilot projects to evaluate technologies, particularly in the area of artificial intelligence and expert systems, for selected applications. The Division evaluates technical and nontechnical training needs for all Systems offices and coordinates and evaluates vendor provided and inhouse training as applicable.

E. The Division of Systems Planning (S4JC) is responsible for development of SSA's Information Systems Plan (ISP) which sets forth SSA's major systems goals and objectives and the initiatives/projects to achieve them. It develops the Systems 5-year ITS plan and budget. It directs the fiscal management and tracking of ITS procurements and keeps management abreast of the status of all ITS acquisitions, systems life cycle costs and full-time equivalent utilization. The Division functions as an advisor and consultant to the Director, Office of Systems Planning and Integration, and the DCS, on all matters related to the development and execution of the ISP and the 5-year plan and budget. The Division is responsible for ongoing, formal change control procedures for the ISP and monitoring and reporting progress toward ISP project goals. It identifies major systems integration issues and develops alternative solutions and recommendations to the DCS. It also designs and maintains software systems such as the Resource Accounting System to track and report on personnel and computer resource utilization.

The Division operates the Systems Management Center, a fully-automated multimedia briefing center, and designs briefing material for SSA Executive Staff.

#### **Subchapter S4K—Office of Information Management**

S4K.00 Mission  
 S4K.10 Organization  
 S4K.20 Functions

Section S4K.00 *The Office of Information Management*—(Mission): The Office of Information Management (OIM) provides overall management of the SSA-wide administrative, management and statistical information systems. It is responsible for long-range planning and analyses to define new and improved systems processes to support SSA's long-term AMSI needs. Directs the coordination of user requirements with private contractors, the SSA user community and the State Disability Determination Services to ensure efficient and effective administration of MI needs and related systems support. Directs a comprehensive data base administration

program for the control of SSA's AMSI data bases. Develops technical specifications for the acquisition, implementation and operation of AMSI ADP and telecommunications resources.

Section S4K.10 *The Office of Information Management*—(Organization): The Office of Information Management (S4K), under the leadership of the Associate Commissioner for Information Management, includes:

A. The Associate Commissioner for Information Management (S4K).

B. The Deputy Associate Commissioner for Information Management (S4K).

C. The Immediate Office of the Associate Commissioner for Information Management (S4K).

D. The Division of Information Resource Management (S4KB).

E. The Division of Information Systems Policy and Administration (S4KC).

F. The Division of Administrative Systems Development (S4KE).

G. The Division of Management Information Systems Development (S4KG).

Section S4K.20 *The Office of Information Management*—(Functions):

A. The Associate Commissioner for Information Management (S4K) is directly responsible to the Deputy Commissioner, Systems for carrying out OIM's mission and provides general supervision to the major components of OIM.

B. The Deputy Associate Commissioner for Information Management (S4K) assists the Associate Commissioner in carrying out his/her responsibilities and performs other duties as the Associate Commissioner may prescribe.

C. The Immediate Office of the Associate Commissioner for Information Management (S4K) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

D. Division of Information Resource Management (S4KB).

1. Coordinates with the staff components under the DCS on all areas within Division control, (e.g., ITS budget, MI systems design and delivery, ongoing user support).

2. Directs the development and monitoring of the ITS budget for OA/end-user computing/MI-related hardware, software and services.

3. Directs the preparation, review and approval of OA/end-user computing/MI procurements.

4. Maintains knowledge of each MI area and monitors support provided by division.