

initiatives of SSA and public understanding of the Social Security programs. Serves as the central receipt for public inquiries. Oversees the collection, use and dissemination of both personal and non-personal information to ensure consistency with Agency objectives, law and the expectations of the American public. Directs, administers and coordinates a program of actuarial analysis and social science research related to Agency-administered programs and projected changes in those programs. Directs the development of actuarial estimates pertaining to SSA-administered programs. Provides information on the effects on individuals and the economy of programs operated by SSA and the interactions among these programs, other tax and income-transfer programs and economic, social and demographic forces.

Section TA.10 *The Office of the Deputy Commissioner, Programs, Policy, Evaluation and Communications*—(Organization): The Office of the Deputy Commissioner, Programs, Policy, Evaluation and Communications under the leadership of the Deputy Commissioner, Programs, Policy, Evaluation and Communications, includes:

- A. The Deputy Commissioner, Programs, Policy, Evaluation and Communications (TA).
- B. The Assistant Deputy Commissioner, Programs, Policy, Evaluation and Communications (TA).
- C. The Immediate Office of the Deputy Commissioner, Programs, Policy, Evaluation and Communications (TAA).
 - 1. The Resources Management Staff (TAA-1).
 - 2. The Office Automation Support Staff (TAA-2).
- D. The Office of Program Coordination and Planning (TAB).
- E. The Office of the Actuary (TAC).
- F. The Office of Disability (TAE).
- G. The Office of Disclosure Policy (TAG).
- H. The Office of Hearings and Appeals (TAH).
- I. The Office of International Policy (TAJ).
- J. The Office of Policy (TAK).
- K. The Office of Communications (TAL).
- L. The Office of Research and Statistics (TAN).
- M. The Office of Program Benefits Policy (TAP).
- N. The Office of Policy Analysis and Evaluation (TAQ).

Section TA.20 *The Office of the Deputy Commissioner, Programs, Policy, Evaluation and Communications*—(Functions):

A. The Deputy Commissioner, Programs, Policy, Evaluation and Communications (TA) is directly responsible to the Commissioner for carrying out the ODCPPEC mission and for providing general supervision to the major components of ODCPPEC.

B. The Assistant Deputy Commissioner, Programs, Policy, Evaluation and Communications (TA) assists the Deputy Commissioner in carrying out his/her responsibilities and performs other duties as the Deputy Commissioner may prescribe.

C. The Immediate office of the Deputy Commissioner, Programs, Policy, Evaluation and Communications (TAA) provides the Deputy Commissioner with staff assistance on the full range of his/her responsibilities.

1. The Resources Management Staff (TAA-1).

- a. Plans, develops and coordinates Deputy Commissioner for Programs, Policy, Evaluation and Communications (DCPPEC) financial, personnel, and administrative management programs, and advises the Executive Officer and/or the Deputy Commissioner of the impact of agency level finance, personnel and the administrative decisions which affect DCPPEC.

b. Formulates, justifies and presents DCPPEC's annual and multi-year budget submissions. Controls the collection, recording and reporting of all financial, personnel and administrative data in connection with the budget and staffing formulation and execution functions.

c. Reviews, and analyzes budget requests submitted by DCPPEC components and formulates DCPPEC financial operating plans and budget projections.

d. Is responsible for presenting DCPPEC's budget submissions and the justifications for these submissions to SSA officials and for the assessment of, and response to, SSA's reviews of these submissions.

e. Administers cost allocation functions of the budget process. Works with SSA budget officials to obtain the resources necessary to meet DCPPEC goals and objectives.

f. Monitors workload projections for budget execution and control purposes. Ensures that employment ceilings and obligations and expenditures of funds are in conformance with authorized allotments and allowances. Performs periodic reviews of budget execution and financial management practices in DCPPEC offices.

g. Administers Agency guidelines on personnel and Equal Employment Opportunity (EEO) issues. Serves as DCPPEC liaison with SSA and other federal components on labor

management relations, EEO and training issues.

h. Is responsible for advising the Executive Officer and/or Deputy Commissioner on issues impacting DCPPEC staff and staffing levels.

2. The Office Automation Support Staff (TAA-2).

a. Designs, implements and maintains automated information and communications systems DCPPEC-wide and provides systems support to DCPPEC components, advises on changing SSA plans and strategies with respect to systems.

b. Prepares all support documentation and represents DCPPEC interests with respect to systems projects and procurements, including performing project officer duties on contracts. Provides data and analysis for the DCPPEC Information Technology Systems budget submission.

c. Performs contract management functions for DCPPEC computer system contracts and interagency agreements. Ensures DCPPEC systems meet user needs and management information requirements.

d. Performs liaison function with vendors and Office of Systems components for servicing hardware, software, and network.

e. Performs property management function for systems equipment and software within the immediate Office of the Deputy Commissioner.

f. Designs complex computer-based systems to improve efficiency of DCPPEC operations and functions. Develops, implements, documents, and maintains applications systems for DCPPEC. These systems include client-server databases working across multiple operating system platforms. Performs management analysis of requirements, workflow, work processes and writes specifications for computer systems needed to improve operations, work processes and tasks. Maintains management plans for all systems projects.

g. Provides day-to-day operational systems management and support services for DCPPEC, including minicomputers, network, communications and microcomputer operations. Ensures that projects effectively support DCPPEC business and strategic plans.

h. Serves as electronic mail administrator for the immediate front office of the Deputy Commissioner.

i. Maintains electronic gateways from DCPPEC networks into Agency and non-SSA mainframe and other computer systems. Maintains liaison with Office of Systems on network issues and standards.