- 4. The Division of Program Systems Requirements (S1NA7).
- E. The Office of Finance (S1NC).
- 1. The Division of Central Accounting Operations (S1NC1).
- 2. The Division of Administrative Payments and Recovery (S1NC2).
- 3. The Division of Travel Management (S1NC3).
- F. The Office of Program Accounting Operations (S1NE).
- 1. The Division of Benefit Certification and Accounting (S1NE1).
- 2. The Division of Cost Analysis (S1NE2).

Section S1N.20 The Office of Financial Policy and Operations—(Functions):

- A. The Associate Commissioner for Financial Policy and Operations (S1N) is directly responsible to the Deputy Commissioner, Finance, Assessment and Management for carrying out OFPO's mission and provides general supervision to the major components of OFPO.
- B. The Deputy Associate Commissioner for Financial Policy and Operations (S1N) 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 Financial Policy and Operations (S1N) provides the Associate Commissioner and the Deputy Associate Commissioner with staff assistance on the full range of their

responsibilities.

- D. The Office of Financial Policy and Systems Design (S1NA) develops financial accounting policies, procedures and requirements for all SSA financial management systems: program benefits, debt management and financial/administrative systems. It directs the preparation and publication of SSA's annual financial statement, plans and directs the analysis of SSA's integrated financial/administrative systems and develops and executes Agency policies and procedures for system security, management integrity, cash management, administrative control and use of Agency funds and performance measurement including analysis of program outcomes, program financing adequacy, operational efficiency and service delivery
- 1. The Division of Financial Policy and Standards (S1NA1) directs the development of financial accounting policies and procedures for all SSA financial management systems in compliance with accounting principles and standards prescribed by the Comptroller General and Chief Financial Officer of the United States

- and fiscal policies prescribed by the Secretary of the Treasury. It administers SSA's Federal Managers' Financial Integrity Act reporting and monitoring program (sections 2 and 4) including a risk analysis/vulnerability assessment program to ensure the accuracy and accountability of SSA's operational and administrative processes. It manages the preparation of SSA's audited annual financial statement and reports required by the Government Performance and Results Act.
- 2. The Division of Financial/ Administrative Systems (S1NA2) provides systems analysis and support for the design, development and implementation of SSA's financial management systems and their integration with related administrative processes including applications to support core accounting functions of fund control, general ledger and reporting to higher monitoring authorities; accounts payable functions with connectivity to Treasury disbursing centers, Agency cashier and electronic commerce operations; cost analysis functions with determinations for Agency production, productivity and costs of workloads, business processes, programs and projects; travel management functions including document preparation, authorization and management information; payroll management functions, including fulltime equivalency, workyear and dollar tracking at all organizational levels; budget formulation and execution functions of the Office of Budget; and related functions of managers SSAwide.
- 3. The Division of Systems Security (S1NA6) directs, coordinates and manages SSA's overall information systems security program. This includes the development of SSA's security policy requirements and procedures, the effective implementation of other governing directives in the area of security, the administration of an effective access control program and an onsite review program. It provides educational training and awareness programs to management and employees on security policy/ requirements; serves as the Agency focal point for day-to-day contact with the Office of Inspector General on matters of fraud, waste and abuse; and provides direction and guidance to the Agency's component and regional security officers.
- 4. The Division of Program Systems Requirements (S1NA7) directs the development of financial and accounting requirements for SSA's programmatic systems; reviews and negotiates modifications to Agency's

functional requirements for adherence to the SSACFO requirements; participates in software validation/ testing to ensure its effectiveness, reliability and conformance; and negotiates scope and timing for software releases especially to ensure prompt correction of material nonconformances with accounting principles and standards prescribed by the Comptroller General and the Chief Financial Officer of the United States.

E. The Office of Finance (S1NC) directs SSA's central accounting and financial reporting activities and provides financial, fund control, cash management services that include administrative payments, administrative debt collection and travel management. It plans and directs the development of operating policies and procedures related to financial operations and evaluates these activities to ensure they are responsive to the needs of the

Agency.

1. The Division of Central Accounting Operations (S1NC1) directs SSA's central accounting and reporting operations and develops related Agency operating procedures. It monitors and reports on the status of Agency spending and maintains control over Agency assets, liabilities and appropriations; manages the Agency's cash position and flow including coordination with trust fund investment activities and with fund balances at the U.S. Treasury; manages SSA's financial reporting activities, including preparation of all Agency financial reports to higher monitoring authorities; and serves as the Agency's obligations control point assuring and certifying the legality and propriety of proposed and incurred obligations.

2. The Division of Administrative Payments and Recovery (S1NC2) directs SSA's administrative payment and collection operations and develops related operating policies and procedures. It examines and certifies SSA's administrative payments; administers SSA's third party draft program, providing both administrative and benefit payment delivery service to SSA FOs nationwide; adjudicates claims submitted to the Agency under the Federal Tort Claims and Military Personnel and Civilian Employees' Claims Act; and serves as the Agency's focal point for administrative debt

collection of fees charged by SSA for reimbursable services.

3. The Division of Travel Management (S1NC3) directs SSA's travel management operations and develops related operating policies and procedures. It serves as the Agency's

management ensuring the billing and