focal point for travel management, ensuring the propriety of travel payments; examines and certifies SSA's travel payments; administers commercial travel agent, charge card, traveler's checks and automated teller machine services; and manages SSA's nationwide relocation services program.

- F. The Office of Program Accounting Operations (S1NE) directs SSA's program accounting operations including the processes which determine trust fund revenues, authorize recurring and daily benefit payments and determine the administrative expenses to be borne by each trust fund and the general fund for administration of Titles II, XVI and XVIII of the Social Security Act and other Federal programs. It also plans and directs the formulation of SSA's operating policies and procedures in these areas and provides a wide range of management information and analysis of SSA workloads, workyears, productivity and costs.
- 1. The Division of Benefit Certification and Accounting (S1NE1) directs SSA's benefit payment and earnings certification operations and develops related operating policies and procedures. It certifies and accounts for all benefit payments authorized under the Social Security Act; interacts with the Department of the Treasury to ensure accurate and timely issuance of benefit entitlements and accounting for all related cash activity, including proper charges and credits to the Agency's trust funds and general fund appropriations and master beneficiary records. As necessary, directs parallel actions by SSA's FOs and processing centers. Oversees the Agency's earnings records maintenance operation and maintains accounting controls necessary for interim and final certifications to the Secretary of the Treasury which determine revenues paid to the Social Security and Medicare trust funds.
- 2. The Division of Cost Analysis (S1NE2) directs SSA's cost accounting and analysis operations and the development of related Agency operating procedures; develops Agency workload measurement policy and labor distribution requirements; manages SSA's Cost Analysis System which supports the Agency's budget formulation and execution processes; and satisfies the statutory requirements for attribution of costs to all Agency workloads, functions, business processes and programs. Provides a wide range of management information and analysis on the Agency's

administrative costs, workloads, labor utilization and productivity.

Chapter S1P-Office of Budget

S1P.00 Mission S1P.10 Organization S1P.20 Functions

Section S1P.00 The Office of Budget—(Mission): The Office of Budget (OB) provides overall management of the planning, development and execution of the SSA budget. The Office develops policies and guidelines for the exercise of SSA-wide budget responsibility and evaluates and appraises the manner in which this responsibility is carried out.

Section S1P.10 *The Office of Budget*— (Organization): The Office of Budget, under the leadership of the Associate Commissioner, Office of Budget, includes:

- A. The Associate Commissioner, Office of Budget (S1P).
- B. The Deputy Associate Commissioner, Office of Budget (S1P).
- C. The Immediate Office of the Associate Commissioner, Office of Budget (S1P).
- D. The Office of Administrative Budget (S1PA).
- E. The Office of Program Budget (S1PB).
- F. The Office of Administrative Budget Coordination and Analysis (\$1PC)

Section S1P.20 The Office of Budget—(Functions):

- A. The Associate Commissioner, Office of Budget (S1P) is directly responsible to the Deputy Commissioner, Finance, Assessment and Management for carrying out OB's mission and providing general supervision to the major components of OB.
- B. The Deputy Associate Commissioner, Office of Budget (S1P) 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, Office of Budget (S1P) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.
- D. The Office of Administrative Budget (S1PA).
- 1. Interprets and applies SSA policies and guidelines on budget formulation and execution in the review and analysis of SSA component budget requests.
- 2. Formulates the operational workload portion of SSA's administrative budget based on SSA plans, policies, and operational data.

- 3. Monitors and analyzes component spending as part of SSA level budget execution policies.
- E. The Office of Program Budget (S1PB).
- 1. Reviews and consolidates present statutory program cost estimates for trust fund and other Federal fund programs administered by SSA (Retirement, Survivors and Disability Insurance, Black Lung Benefits and Supplemental Security Income). Formulates a unified Agency budget through consolidation of program and administrative budgets, coordinating with OB's other offices as necessary.
- 2. Coordinates presentation of the SSA budget in total and by account; presents the proposed budget to the Commissioner; and develops budget documents and briefing material for the Commissioner's budget presentation to the Office of Management and Budget (OMB) and Congress.
- 3. Reviews, coordinates and presents program cost estimates for proposed legislative, operational policy and regulatory changes. Formulates or directs the formulation of administrative cost estimates for proposed legislative, operational policy and regulatory changes, coordinating with OB's other offices and other SSA components, as necessary. Provides financial management advice to the Commissioner and other SSA officials in the policy development process.
- 4. Serves as the SSA focal point for budget information provided to OMB, congressional appropriations and budget staffs and, as requested, by representatives of the media.
- F. The Office of Administrative Budget Coordination and Analysis (S1PC).
- 1. Interprets administrative budgetary policies and limitations, and develops and issues guidelines and instructions to SSA components for budget formulation and execution.
- 2. Executes the total administrative and program budgets for SSA through issuance of workyear and dollar controls, budgetary allotments/ allowances for administrative and program expenditures and employment ceilings to SSA components, coordinating with OB's Office of Administrative Budget and the Office of Program Budget as appropriate.
- 3. Coordinates and analyzes SSA administrative budget totals including the Information Technology Systems Budget.
- 4. Provides direct budget support for ODCFAM.
- 5. Develops and implements a program to evaluate Agency operations