in accordance with the requirements of

Subchapter S1Q—Office of Acquisition and Grants

S1Q.00 Mission S1Q.10 Organization S1Q.20 Functions

Section S1Q.00 The Office of Acquisition and Grants—(Mission): The Office of Acquisition and Grants (OAG) directs the business management aspects of SSA's procurement program and grants management program by awarding and administrating contracts, preparing purchase orders or other contractual instruments, and awarding and administrating grants. It develops and implements policies, procedures and directives for SSA procurement and grants activities.

Section S1Q.10 The Office of Acquisition and Grants—(Organization): The Office of Acquisition and Grants, under the leadership of the Associate Commissioner, Office of Acquisition and Grants, includes:

A. The Associate Commissioner, Office of Acquisition and Grants (S1Q).

- B. The Deputy Associate Commissioner, Office of Acquisition and Grants (S1Q).
- C. The Immediate Office of the Associate Commissioner, Office of Acquisition and Grants (S1Q).
- D. The Office of Information Resources and Programs Contracts (S1QA).
- E. The Office of Operations Contracts and Grants (S1QB).
- F. The Office of Acquisition Support (S1QC).

Section S1Q.20 The Office of *Acquisition and Grants*—(Functions):

- A. The Associate Commissioner, Office of Acquisition and Grants (S1Q) is directly responsible to the Deputy Commissioner, Finance, Assessment and Management for carrying out OAG's mission and provides general supervision to the major components of OAG.
- B. The Deputy Associate Commissioner, Office of Acquisition and Grants (S1Q) assists the Associate Commissioner in carrying out his/her responsibilities and performs other duties as the Associate Commissioner may prescribe.

Č. The Immediate Office of the Associate Commissioner, Office of Acquisition and Grants (S1Q) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

D. The Office of Information Resources and Programs Contracts (S1QA).

1. Responsible for planning, solicitation, award and administration of contracts, purchase orders, delivery orders or other contractual instruments for the entire range of automatic data processing equipment, software and services; voice-grade telecommunications equipment and services; and specialized training and

computer support equipment. 2. Provides coordination, assistance and guidance in the development of complex procurement requirements and translates these needs into comprehensive solicitation packages to assure the maximum use of full and open competition.

3. Provides procurement advice, guidance and support for the development of acquisition strategies, evaluation techniques and negotiation of business and technical terms and conditions.

E. The Office of Operations Contracts and Grants (S1QB).

- 1. Responsible for planning, solicitation, award and administration of contracts, purchase orders, delivery orders or other contractual instruments for specialized program needs (e.g., program research, development and demonstration through studies and surveys, consultants, systems designs and evaluations and facilities construction and alterations) and procurement of administrative supplies, equipment and services in support of SSA's overall operational mission (e.g., technical and professional services, office equipment, moving services, film processing, translations and transcription services). Responsible for contracts for construction and facilities management and operations.
- 2. Provides coordination, assistance and guidance in the development of complex procurement requirements and translates these needs into comprehensive solicitation packages to assure maximum use of full and open competition.
- 3. Provides procurement advice, guidance and support for the development of acquisition strategies, evaluation techniques and negotiation of business and technical terms and conditions.
- Responsible for planning, placement and administration of grants under all SSA discretionary grants programs (including guidance and support in the selection strategy, evaluation process, budget negotiation, planning and development of policies, procedures, regulations and directives).

F. The Office of Acquisition Support (S1QC).

1. Responsible for the development, evaluation and implementation of

comprehensive SSA-wide acquisition policies, procedures, regulations and directives.

2. Performs acquisition management reviews of SSA activities with delegated procurement authority.

3. Manages SSA's acquisition

planning and tracking processes.
4. Responsible for SSA's acquisition information collection, analysis and reporting activities.

5. Responsible for the planning, designing, developing and administering of automated systems to support SSA's acquisition and grant processes.

6. Provides audit, accounting and financial advisory services in support of the negotiation, administration, settlement and closeout of SSA contracts.

Subchapter S1R—Office of Facilities Management

S1R.00 Mission S1R.10 Organization S1R.20 Functions

Section S1R.00 The Office of Facilities Management—(Mission): The Office of Facilities Management (OFM) manages SSA-wide materiel management and facilities management programs. It directs the SSA real property program including short- and long-range facilities planning: design, construction and leasing of central office facilities and maintenance, repair and construction projects and policy development related to these operations. It acquires, utilizes and manages space at SSA headquarters and develops a comprehensive space inventory and utilization system. OFM develops, implements and evaluates SSA's environmental protection, safety and protective services programs. It ensures that these programs are responsive to the needs of the Agency and serves as a focal point for inquiries and guidance concerning these programs.

Section S1R.10 The Office of Facilities Management—(Organization): The Office of Facilities Management, under the leadership of the Associate Commissioner for Facilities Management, includes:

A. The Associate Commissioner for Facilities Management (S1R).

B. The Deputy Associate Commissioner for Facilities Management (S1R).

C. The Immediate Office of the Associate Commissioner for Facilities Management (S1R).

D. The Office of Realty Management (S1RE).

E. The Office of Environmental Policy and Automation Resources (S1RG).

F. The Office of Main Complex Management (S1RH).