Commissioner with staff assistance on the full range of his/her responsibilities.

- D. The Office of Receiving, Storage and Issue (S1SC).
- 1. Directs the supply program nationwide by managing the operations of SSA warehousing facilities, including the control and maintenance of stock, the receipt, storage and issuance of forms, publications, supplies and equipment for use, and conducts ongoing inventories and investigates discrepancies at all sites.

2. Provides transportation services including chauffeur service for the SSA Executive Staff and shuttle service for employees between SSA headquarters and other buildings in the Washington/Baltimore metropolitan areas.

3. Prepares and administers maintenance contracts and services for all SSA equipment and maintains adequate stock of repair parts for inhouse emergency repair.

- 4. Performs all electrical preparations for SSA ceremonies; provides carpentry services for all SSA occupied buildings in the Baltimore/Washington area; exercises procurement authority to provide parts, services and maintenance for all SSA equipment; and maintains all equipment inventory history and records.
- E. The Office of Property Management (S1SE).
- 1. Oversees all policy and procedures pertaining to the acquisition, utilization, accountability, transfer and disposal of SSA personal property. Manages and maintains the SSA Property Accountability System and the Property Management Officer/Custodial Officer network for the effective control of all SSA sensitive, accountable, and personalized personal property assets. Provides SSA's liaison for all personal property activities with other Federal, State and local agencies, as well as commercial and civic organizations. Represents SSA's interest in the acquisition, transfer and disposal of personal property.
- 2. Oversees the acquisition and installation of modular/systems furniture in SSA offices nationwide; acts as technical expert; plans, coordinates and implements studies and surveys related to providing necessary ergonomic furniture and equipment to support SSA employees; plans coordinates and implements studies and surveys to access the variety of ergonomic furniture previously purchased and new furniture available to SSA offices; and provides expert technical advice and consultative services to the SSA Executive Staff and to major headquarters and regional components.

- 3. Responsible for all financial management and contracting activities performed within the scope of the Interagency Agreement with the Federal Prison Industries. Maintains audit trails for all expenses incurred during and after furniture installation.
- F. The Office of Supply Management (S1SG).
- 1. Responsible for the development of policies, procedures and directives in support of SSA supply management program. Ensures that Agency's printing requests and justified requisitions are processed timely for all necessary forms, publications, office supplies and instructional materials.
- 2. Monitors Agencywide stock items usage for making proper stock replenishment and to initiate scheduled shipments timely through the Direct Delivery Program, and oversees the replenishment of warehouse stock for headquarters' use, emergencies, etc.
- 3. Manages the direct delivery program of scheduled shipments to field components of major use forms, publications and supplies; evaluates all supply proposals; monitors warehouse availability of on-hand training materials to accommodate periodic changes to training schedules and course material configurations; and develops and oversees common expense supply budget.

G. The Office of Logistics Planning and Process Control (S1SH).

- 1. Responsible for the overall management and control of automatic data processing resources which support SSA's centralized Supply and Property Accountability Systems; coordinates with financial/administrative components governmentwide on major systems management projects and studies; and is the primary systems planning, development, and execution component within the Office of the Deputy Commissioner.
- 2. Responsible for the collection, validation, process, and control of SSA-wide requisitions for expendable supplies and supports special service programs for processing field and headquarters routine and emergency supply requests and planned training class orders.

H. The Office of Publications Management (S1SJ).

1. Directs a comprehensive SSA-wide forms control, publication and distribution management program, including forms and publications design, photocomposition and electronic information dissemination (electronic publishing, on-line publishing/services, electronic reference materials and CD–ROM and multi-

media production and delivery) and provides SSA-wide special media services for visually impaired employees.

- 2. Responsible for administering the regulatory and procedural requirements governing SSA's collection of information from the public, stemming from the Paperwork Reduction Act and providing liaison services with the Office of Management and Budget and coordinates the Agency Administrative Instructions Manual System for the printing, clearance and issuance of policy, standards and procedural instructions.
- 3. Coordinates and directs a comprehensive printing management program and administers the procurement of all SSA printing needs; prepares the Agency's Comprehensive Printing Program Plan report for the Joint Committee on Printing; and provides liaison on policy and procedures.
- 4. Plans, directs and administers the SSA mail policy program, including developing policy and procedures for more efficient Agency mail processing methodologies and administers Agencywide mail management contracts. Provides liaison with the United States Postal Service in all national level mail management and operational policy negotiations and activities.

I. The Office of Library, Records and Reprographics (S1SK).

1. Directs, develops and maintains an Agencywide library and information service at SSA headquarters and nationwide. Provides on-line information on subjects relating to SSA programs and their operations in a variety of media.

2. Directs, develops and maintains a records management program. Develops policy and procedures regarding the retention and disposition of SSA's program and administrative records, administrative filing systems and equipment utilization, administrative correspondence, electronic records and vital records. Coordinates records storage and maintenance activities.

3. Directs, develops and maintains a reprographics management program. Develops Agencywide reprographic policy and procedures, manages the nationwide complement of SSA's reprographic equipment; and represents SSA in activities and negotiations with reprographic vendors and government officials at the General Services Administration.

- J. The Office of Printing Operations (S1SL).
- 1. Provides SSA in-house printing services for short turnaround work