for input to the central computer complex at SSA headquarters.

2. Provides programming, scheduling and operating support for the automated processing of operational, administrative, management and statistical computer programs for OCRO and other SSA components. Develops technical requirements for information reporting systems. Maintains the OCRO magnetic tape library.

3. Provides internal mail, central microfilm storage and retrieval services

to OCRO.

- 4. Procures and maintains contracts for microphotographic services for SSA. Maintains master copies of basic systems and microfilm records to ensure continuous operations should records be destroyed. Reproduces, on film, records for current use and for preservation of a variety of employee and employer records.
- F. The Data Operations Center (S2B-F6)
- 1. Receives, examines and processes annual wage reports and other SSA program data through imaged-base data capturing and telecommunications systems for input to the central computer complex at SSA headquarters.

2. Performs electronic editing, validating and balancing functions related to the processing of source data and transmits products to the SSA headquarters computer complex for processing in a timely manner.

3. Contacts beneficiaries, representative payees, district office and program service center personnel to resolve post-eligibility systems exceptions output.

4. Serves as the central repository for all SSI folders.

## **Subchapter S2D—Office of the Regional Commissioner**

S2D.00 Mission S2D.10 Organization S2D.20 Functions

Section S2D.00 The Office of the Regional Commissioner—(Mission): The Office of the Regional Commissioner (ORC) serves as the principal SSA component at the regional level and assures effective SSA interaction with other Federal agencies in the regions; State welfare agencies; State Disability Determination Services (DDSs); and other regional and local organizations. The Office provides regional program leadership and technical direction for the RSDI programs, the Black Lung Benefits program and the SSI program. It issues regional operating policy and procedures for these programs and evaluates program effectiveness. It implements national operational and management plans for providing SSA

service to the public, and directs a regionwide network of FOs, TSCs and where present, PSCs. The Office manages and coordinates SSA regional operations. It provides overall management direction for the provision of personnel services and administrative support to SSA regional components. It establishes regional priorities and issues policy directives consistent with national program objectives, operational requirements and systems and implements a regional SSA public affairs program. The Office maintains a broad overview of administrative operations of the ROs of SSA's OHA and the DOC to ensure effective coordination of SSA activities at the regional level.

Section S2D.10 The Office of the Regional Commissioner—
(Organization): The Office of the Regional Commissioner, under the leadership of the Regional Commissioner, includes:

A. The Regional Commissioner (S2D1–S2DX).

B. The Deputy Regional Commissioner (S2D1–S2DX).

C. The Immediate Office of the Regional Commissioner (S2DB–S2DX).

- D. The Office of the Assistant Regional Commissioner for Program Operations and Systems (S2D1B– S2DXB).
- E. The Office of the Assistant Regional Commissioner for Field Operations (S2D14–S2DX4).
- F. The Office of the Assistant Regional Commissioner for Management and Budget (S2D17–S2DX7).
- G. The Office of the Assistant Regional Commissioner for Processing Center Operations (S2D25,35,45,55,75,95).

Section S2D.20 *The Office of the Regional Commissioner*—(Functions):

Ā. The Regional Commissioner (S2D1–S2DX) is directly responsible to the Deputy Commissioner, Operations, for carrying out the Regional Commissioner's (RC) mission and managing the respective SSA regional organizations.

B. The Deputy Regional Commissioner (S2D1–S2DX) assists the Regional Commissioner in carrying out his/her responsibilities, and performs other duties as the Regional Commissioner may prescribe.

C. The Immediate Office of the Regional Commissioner (S2D1–S2DX) provides the Regional Commissioner with high-level staff assistance on the full range of his/her responsibilities. It also furnishes staff support for the civil rights, equal opportunity and external affairs functions.

D. The Office of the Assistant Regional Commissioner for Program Operations and Systems (S2D1B– S2DXB).

1. Provides program leadership and technical direction for the RSDI, SSI and Black Lung Benefits programs in the region. Issues regional operating policies and procedures necessary to ensure implementation of national policies for these programs. Establishes and maintains a field visit program covering DDSs, FOs, TSCs and PSCs to determine the effectiveness of RSDI, SSI and Black Lung Benefits program policies and procedures, and to provide technical assistance in the resolution of operational problems relating to these programs. Evaluates RSDI, SSI and the Black Lung Benefits program effectiveness in the region.

2. Assists DDSs in developing their operating budgets, reviews these budgets with the Assistant Regional Commissioner for Management and Budget and submits recommendations on the acceptability of DDS budgets to the RC. Manages a comprehensive review and analysis program covering

DDS operations.

- 3. Plans, directs and coordinates regional activities concerning Social Security coverage agreements between SSA and State or interstate entities; carries out negotiations with State or interstate authorities on the content of these agreements; makes recommendations to final approving officials regarding the execution of new coverage agreements, modifications in existing agreements, or the termination of agreements; and processes requests for further extensions, or extensions for more than 1 year, of time limits for assessments, credits or refunds of amounts due.
- 4. Negotiates and maintains agreements with States covering the administration of optional State SSI supplementation, mandatory minimum State SSI supplementation and Medicaid eligibility determinations. **Evaluates and monitors State budgets** necessary to carry out these agreements and maintains ongoing dialogues with States on SSI program issues in such areas as adjustment levels, hold harmless provisions, operational aspects of the Food Stamp program, social service referral practices, etc. Directs the preparation of regional operations instructional material necessary to implement agreements negotiated with the States.
- 5. Oversees SSA regional automated data processing (ADP) systems and automated processing operations, ensures their effectiveness and carries out an ongoing regional systems