specialized teleprocessing system software to support new teleprocessing application software including inhouse modifications.

2. Directs all teleprocessing system software problem determination and resolution

3. Participates in the establishment of teleprocessing software standards for application design and for the use of data base packages within the SSA network environment. Formulates policy for data base applications software systems and monitors and optimizes performance of that software.

4. Coordinates with other OSO components in addressing teleprocessing software concerns regarding system capacity issues and system configuration proposals.

5. Develops teleprocessing software procedures for computer operations components.

6. Manages all online teleprocessing and Data Base Management Systems interface regions.

7. Operates and maintains an integrated systems and technical coordination control center and help desk to coordinate problem identification and resolution activities with the Office of Telecommunications.

Subchapter S4G—Office of Systems Design and Development

S4G.00 Mission S4G.10 Organization S4G.20 Functions

Section S4G.00 Office of Systems Design and Development—(Mission): OSDD directs the design, development and maintenance of all programmatic software to support SSA's social insurance and income maintenance programs. It is responsible for a comprehensive software engineering program and oversees the implementation of standards, methods and procedures in connection with this program. OSDD directs and coordinates a comprehensive software configuration management program and manages a detailed project control system for OSDD software development projects. It directs SSA's data base administration management program and designs, develops and, with OSO, implements the production of all new or improved data base oriented systems. It develops policies and procedures, prepares procurement documents for and oversees acquisition of software packages and tools and software support services. OSDD plans and directs a software development facility to support applications development personnel. It serves as liaison with other SSA components and external monitoring authorities including the Deputy

Commissioner for Human Resources, General Services Administration, General Accounting Office and Congress on SSA applications systems planning and software and data base development.

Section S4G.10 Office of Systems
Design and Development—
(Organization): The Office of Systems
Design and Development, under the
leadership of the Associate
Commissioner for Systems Design and
Development, includes:

A. The Associate Commissioner for Systems Design and Development (S4G).

B. The Deputy Associate
Commissioner for Systems Design and
Development (S4G).

C. The Immediate Office of the Associate Commissioner for Systems Design and Development (S4G).

Section S4G.20 *Office of Systems Design and Development*—(Functions):

A. The Associate Commissioner for Systems Design and Development (S4G) is directly responsible to the Deputy Commissioner, Systems, for carrying out the OSDD mission and providing general supervision to the major components of OSDD.

B. The Deputy Associate Commissioner for Systems Design and Development (S4G) assists the Associate Commissioner in carrying out his/her responsibilities and performs other duties as the Associate Commissioner may prescribe.

may prescribe.
C. The Immediate Office of the
Associate Commissioner for Systems
Design and Development (S4G) provides
the Associate Commissioner and Deputy
Associate Commissioner with staff
assistance on the full range of their
responsibilities.

1. OSDD plans and manages the Software Engineering Facility (SEF) mainframe and OSDD LAN/workstation configurations to provide an integrated set of automated tools, techniques and services in support of SSA's application development community. Provides support for both programmatic and MI applications throughout each phase of the systems development life cycle, including analysis, design, development, testing, validation, production and maintenance. Plans, designs, develops, selects and implements automation methods and standards for the design and development stages of the Software Engineering Technology. Provides for automated software configuration management, quality control and library migration. Provides technical assistance to SEF users with specific emphasis on software tools used by the programming community. Acts as liaison between the SEF user community and the computer

center to ensure that user needs are being met. Monitors SEF performance to ensure that appropriate service levels are continuously maintained; performs impact analyses and validation of proposed software development tools before they are installed on the SEF; and manages the SEF DASD pool. Also manages a security program for the SEF which includes administration of SSA's security software, control of system access and coordination of component Security Officer activities.

2. OSDD directs the design and development of all new or improved inhouse file access software for data base/ master record files, including selection and installation of commercial data base management packages in connection with systems modernization and design/ development initiatives. It identifies, evaluates and manages software improvement projects which are implemented internally by OSDD or assigned to private contractors. Prepares draft requirements statements and statements of work for the acquisition of software packages/tools and software contractor support services. It designs and develops new software systems/ subsystems based on systems modernization plans or user requirements. It designs and develops all new or improved in-house applications support software designed to promote data base/master record data independence. It is responsible for all analyses in support of data standardization and data quality improvement/ assurance in connection with software improvement and design and development initiatives. It establishes and maintains a data dictionary to support and control its function.

3. OSDD plans, directs and coordinates the development of operational ADP systems which directly support SSA's social insurance and income maintenance programs. Based on user requirements developed by OSR, it develops and modifies programmatic applications software systems, including systems analysis and design, development, documentation, testing, implementation and maintenance. Coordinates systems development activities with OSR to assure full integration with OSDD and SSA plans. It assures implementation of systems operating policies by developing detailed standards, methods and procedures consistent with OSDD directives and standards. Serves as liaison with other SSA components, other governmental agencies and private organizations on operational systems