development and maintenance functions.

Chapter S4H—Office of Systems Requirements

S4H.00 Mission S4H.10 Organization S4H.20 Functions

Section S4H.00 Office of Systems Requirements—(Mission): The Office of Systems Requirements (OSR) directs, develops and coordinates organizational information requirements and functional requirements for new systems and modifications to existing systems in direct support of SSA programs. OSR is responsible for longrange planning and analyses to define new and improved systems processes in support of user requirements and maintains a comprehensive, updated and integrated set of system requirement specifications. OSR directs validation of systems operations against user-defined requirements and performance criteria, and approves the resulting system for operational acceptance. It directs the development of procedures and instructions to support user needs in effective implementation of all systems. OSR is also responsible for all SSA-wide data administration including the overall operation of the SSA Data Resource Management Program. OSR develops security standards and ensures implementation of the standards within OSR. It directs the evaluation of the effect of proposed legislation, policies or regulations to determine the impact on SSA systems and develops information requirements and procedures as they relate to such legislation, regulations and SSA policy directives. It directs the coordination of user requirements with SSA central and regional operations to ensure the efficiency and effectiveness of program information needs and overall systems support. Based on input from users, OSR translates organizational information requirements and priorities into plans and, in line with OSDD and OSO systems targets, develops SSA's annual Automated Data Processing (ADP) Plan and directs development and maintenance of the plan. OSR serves as primary contact and advocate for the SSA user community on issues concerning the development of organizational information requirements, functional specifications and supporting operational procedures and instructions. OSR provides system support for the Agency's programmatic systems interactive validation environment, project management and control, resource management, ITS Budget/ADP Plan coordination, Agency Strategic Plan and workload scheduling.

Section S4H.10 Office of Systems Requirements—(Organization): The Office of Systems Requirements, under the leadership of the Associate Commissioner for Systems Requirements, includes:

A. The Associate Commissioner for Systems Requirements (S4H).

B. The Deputy Associate Commissioner for Systems Requirements (S4H).

C. The Immediate Office of the Associate Commissioner for Systems Requirements (S4H).

1. The Data Administration, Methods, Modeling and Processes Staff (S4H–2).

D. The Division of Claims and Control (S4HE).

E. The Division of Data Support and Enumeration (S4HG).

F. The Division of Earnings Control and Processing (S4HH).

G. The Division of Earnings
Correction and Certification (S4HJ).

H. The Division of Payment Processes (S4HK).

I. The Division of Planning and Support (S4HL).

J. The Division of Requirements Support and Security (\$4HM).K. The Division of RSDI

Postentitlement Systems (S4HN).
L. The Division of Supplemental

Security Income Systems (S4HP).
M. The Division of Validation (S4HQ).
Section S4H.20 The Office of
Systems Requirements—(Functions):

A. The Associate Commissioner for Systems Requirements (S4H) is directly responsible to the Deputy Commissioner, Systems, for carrying out the OSR mission and providing general supervision to the major components of OSR

B. The Deputy Associate Commissioner for Systems Requirements (S4H) 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 for Systems Requirements (S4H) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

1. The Data Administration, Methods, Modeling and Processes Staff (S4H–2).

a. Responsible for all SSA-wide data administration, including responsibility for the overall operation of the SSA Data Resource Management Program.

b. Responsible for the development of Systems-wide policies, procedures and standards for the specific OSR phases of the life cycle development process and development of methods to assure the quality of systems products.

- c. Serves as the focal point for coordinating the development and maintenance of the Software Engineering Technology (SET) for all OSR standards and procedures.
- d. Responsible for providing assistance to the configuration management processes by developing strategies and guidelines for baselining automated functional requirements (FR) data bases.
- e. Responsible for the integration of data and process models, as well as FRs and software design.
- f. Responsible for the development of requirements for standardizing data collection across application areas.
- g. Responsible for the development of proposals and recommendations for the new software engineering methods for use at SSA, based on extensive research into various methodologies utilized by other data processing installations.
- h. Responsible for providing program expertise and process management direction and oversight for cross-cutting segments for all SSA systems initiatives, legislative initiatives or projects involving the initiation, interpretation and/or the implementation of administrative and programmatic systems.
- i. Responsible for providing a variety of high level coordinative, analytical, consultative and advisory services to SSA as a whole relative to very visible and complex systems initiatives.
- D. The Division of Claims and Control (S4HE).
- 1. Plans, develops, evaluates and implements organizational information requirements, functional specifications, procedures, instructions and standards, including security and fraud detection for the retirement and disability initial claims processes, control of claims folders and claims-related material, the transaction control operation, RSDI disallowances, appeals processes and management data reports.
- 2. Participates, with the Division of Validation (DV), in the planning and conducting of integrated validation tests of new systems and modifications to existing systems against user-defined requirements and performance criteria, and certifies that the changes are in conformance with functional specifications.
- 3. Develops and maintains a comprehensive, updated and integrated set of systems requirements specifications for the claims and control process.
- 4. Performs requirements analyses and definition, conveying SSAapproved user needs and requirements in the area of claims and control to