Section S4L.20 *The Office of Telecommunications*—(Functions):

- A. The Associate Commissioner for Telecommunications (S4L) is directly responsible to the Deputy Commissioner, Systems, for carrying out the OTC mission and providing general supervision to the major components of OTC.
- B. The Deputy Associate Commissioner for Telecommunications (S4L) 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 Telecommunications (S4L) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities. It includes:
- 1. Distributed Data Processing Management Staff (S4L-1).
- a. Directs the plans and activities to implement distributed data processing systems across SSA.
- b. Initiates major program, subprogram, project and task activities in support of the implementation of Distributed Data Processing Management Staff (DDPMS) plans outlined in the Integrated Systems Plan and the Agency Strategic Plan.
- c. Oversees/coordinates all DDPMS implementation activity among all systems components including the incorporation of office automation, programmatic systems, existing distributed-type systems, stand-alone personal computer-based systems, pilot systems and user-developed systems into a unified distributed processing environment.
- d. Develops and manages the DDPMS procurement plan, outlining all acquisitions related to the project. Manages the development of distributed data processing acquisitions in the intelligent IWS/LAN areas.
- e. Develops and manages the delivery, implementation and acceptance plans for DDPMS acquisitions.
- f. Manages the evaluation process for all technology substitutions, technology refreshments, upgrades and unsolicited proposals for DDPMS. Manages the administration of DDPMS contracts to include amendments, cancellations and renewals.
- g. Establishes and maintains the coordination and liaison interfaces to all other systems components, all SSA central office and field components and external committees, conferences and organizations involved in and affected by DDPMS.

- h. Approves technical specifications, technical evaluation criteria, technology substitution specifications for DDPMS-related workstation, network and application acquisitions.
- i. Directs project activities to ensure that SSA-level DDPMS initiatives maintain compatibility with Governmentwide ITS standards.
- D. The Telecommunications Resource Management Staff (S4LC).
- 1. Manages, plans and coordinates the activities relating to business and financial planning of SSA's telecommunications needs.
- 2. Manages and plans for the acquisition of network hardware, software and related services. Controls, reviews and tracks status of telecommunications requisitions through the procurement process.
- 3. Coordinates within OTC and SSA the planning of the design and configuration of the telecommunications network.
- 4. Serves as focal point for procurement of telecommunications and related equipment and services.
- 5. Coordinates within OTC the development of planning documents assessing current and future technology for suitability and impact on the telecommunications network.
- 6. Develops short-term and long-range telecommunications strategic plans and telecommunications macro strategic plans.
- 7. Assists SSA users in determining network requirements and interfacing needs. It is responsible for the coordination of strategic and tactical planning and implementing telecommunications expansion.
- 8. In conjunction with other Systems components, develops user service level agreements in support of the telecommunications solutions.
- 9. Develops, executes and monitors the telecommunications network portion of the ITS budget. Monitors budgetary commitments for contract awards of network telecommunications acquisitions.
- 10. Maintains a database of telecommunications hardware and software and ensures proper disposition of telecommunications equipment no longer in use.
- E. The Division of IWS/LAN Engineering (S4LE).
- 1. Responsible for all aspects of engineering, design, configuration, implementation and support of LAN Operating System (OS) software, telecommunications and connectivity service functions at SSA.
- 2. Responsible for telecommunications and connectivity projects, including acquisition,

- implementation, integration and control.
- 3. Develops, disseminates and enforces standards and policies relating to workstations, workstation configurations, peripherals, LANs, LAN OS, local bridges and routers and related customer support and service.
- 4. Works with SSA users to provide solutions to LAN telecommunications needs that are consistent with SSAnetwork architecture policies; determines network and interfacing hardware needs, implementing solutions, planning and expansion; and determines staff hardware training needs. It assists SSA telecommunications users in determining and refining services and support requirements, configuration and engineering solutions, planning for future needs, coordinating implementation and evaluating effectiveness.
- 5. Provides a full range of initial and followup telecommunications and connectivity services and support for SSA users in network requirements analysis, system design, LAN needs determination, engineering, implementation, network control, OS software support and training.
- 6. Supports operating system and connectivity software on the LANs and IWS. It researches and tests current off-the-shelf products for their network configuration to LAN and workstation needs.
- 7. Develops and distributes research papers on applied technology and its relationship to existing and future telecommunications and connectivity requirements. It also develops alternate systems configurations to meet specific alternative requirements (non-traditional technology approaches).
- 8. Solves network problems by applying information on state-of-the-art OS, telecommunications and connectivity software and hardware currently available in the marketplace. It develops turn-key telecommunications systems and special menus to meet unusual customer requirements.
- F. The Division of Integrated Telecommunications Management (S4LG).
- 1. Plans and manages the strategic and tactical direction of the SSA voice communications and voice-data integration programs.
- 2. Provides technical and analytical support for the National 800 Number and other communications initiatives and programs.
- 3. Provides and manages voice communications systems hardware, software, services and ancillary equipment for SSA nationwide.