and procedures and for providing avenues of public participation in the decisionmaking processes of SSA. Plans, directs, coordinates, effects and evaluates SSA's nationwide public communications program, which involves interaction with other Federal and State agencies, and other organizations concerned with public communications programs and activities. Develops public information programs and materials to ensure public knowledge and understanding of protections, rights and responsibilities under the programs administered by SSA. Directs SSA's Satellite Communications Network activities. Directs the non-English

communications activities within SSA. Section TAL.10 The Office of Communications—(Organization): The Office of Communications, under the leadership of the Associate Commissioner for Communications,

includes: A. The Associate Commissioner for Communications (TAL).

B. The Deputy Associate

Commissioner for Communications (TAL).

C. The Immediate Office of the

Associate Commissioner for

Communications (TAL).

D. The Office of Communications Technology (TALA).

1. The Visual Graphics and

Community Affairs Staff (TALA1). 2. The Audiovisual Media Operations

Staff (TALA2).

E. The Office of Editorial Policy and Communications (TALB).

1. The Editorial Policy and

Communications Staff (TALB1).

2. The Special Communications Staff (TALB2).

F. The Office of National Affairs (TALC).

G. The Office of Regional Affairs and Special Projects (TALE).

H. The Office of Public Inquiries (TALG).

1. The Policy, Appraisal and Systems Group (TALG1).

2. The Correspondence Analysis and Response Group (TALG2). Section TAL.20 The Office of

Section TAL.20 The Office of Communications—(Functions):

A. The Associate Commissioner for Communications (TAL) is directly responsible to the Deputy Commissioner, Programs, Policy, Evaluation and Communications for carrying out OCOMM's mission and providing managerial direction to the major components of OCOMM.

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

Č. The Immediate Office of the Associate Commissioner for Communications (TAL) provides the Associate Commissioner and Deputy Associate Commissioner with staff assistance on the full range of their responsibilities.

D. The Office of Communications Technology (OCT) (TALA) directs and implements technical information communications for the Agency. Develops the Agency's goals and objectives for using the media to promote SSA programs and policies. Is responsible for the design and production of audiovisual and graphics materials. Utilizes state-of-the-art technological theories, principles and methodologies in determining and creating the most effective means of communicating the Agency's information.

1. The Visual Graphics and Community Affairs Staff (TALA1).

a. Plans, designs and produces Agency display, presentation, media and photographic materials for internal and external public information programs.

b. Produces materials in various media formats for the observance of special ceremonial events.

c. Plans and implements a program of community liaison in the Baltimore/ Washington metropolitan area. Maintains viable relationships with representatives of users of SSA programs, professional societies and local governments.

2. The Audiovisual Media Operations Staff (TALA2).

a. Plans, develops and directs electronic systems required for the Agency's television and audiovisual productions and management communications.

b. Coordinates all technical activities related to the Agency's television and audiovisual production system.

c. Plans, writes, directs and edits motion picture and television productions covering all aspects of Social Security for public information, SSA training and management information purposes.

d. Plans, designs and coordinates satellite communication programs for SSA and other agencies nationwide.

E. The Office of Editorial Policy and Communications (OEPC) (TALB) directs SSA's information activities to ensure public knowledge and understanding of programs administered by SSA. Develops and evaluates goals, objectives, policies, standards and guidelines for SSA public information needs, and carries out programs to inform the public of the purposes and provisions of SSA-administered programs, program changes and people's rights and responsibilities under these programs. Prepares and determines distribution of a wide variety of public information materials on all phases of SSA-administered programs, evaluates the quality of informational materials to ensure a high-quality product and helps in public affairs training in SSA.

1. The Editorial Policy and Communications Staff (TALB1).

a. Develops and evaluates goals and objectives, policies, standards and guidelines for SSA public information needs. Prepares public information workplans and SSA's National Communications objectives.

b. Provides direction and quality control of information materials for the administration of SSA public affairs and public information programs.

c. Writes, edits and produces a variety of public information materials. Provides advice and consultation to other components on editorial policy and methods of initiating and developing informational programs.

d. Conducts editorial reviews and approves content, format and style of Social Security information materials for use in all media.

e. Plans and conducts a public information management program. Determines public information strategies for a wide variety of public information materials on all phases of SSA-administered programs.

f. Designs and conducts broad evaluation programs, incorporating and coordinating various evaluation methods, techniques and efforts.

2. The Special Communications Staff (TALB2).

a. Directs the internal communications program in SSA. Publishes a variety of informational materials, including a monthly national employee magazine and Central Office Bulletin. Prepares and edits administrative reports and presentations.

b. Provides assistance to and appraises internal communications activities in SSA field organizations. Identifies weaknesses in communications SSA-wide, and recommends improvements.

F. The Office of National Affairs (ONA) (TALC) implements and directs programs designed to develop and preserve working relationships with a wide variety of national organizations, special interest and advocacy groups, other Federal agencies and State and local governments. Presents, explains,