

Women's Program, the Historically Black Colleges and Universities Program, and the Individuals with Disabilities Program.

c. *The Office of Treasury Integrated Management Information Systems* manages, operates and maintains the payroll/personnel system for bureaus; develops, conducts and maintains a full curriculum of technical training for bureau payroll/personnel staff; provides continuing user support, including user assistance in problem resolution and Departmentwide reporting; and ensures that the system meets the technical requirements of the Treasury community through the identification and development of system requirements and the negotiation of system modifications.

d. *The Treasury Executive Institute* operates under the sponsorship of the Treasury Career Advisory Panel (TCAP), which assists the Assistant Secretary by advising on and recommending developmental, educational and recognition programs to enhance the performance and competency of members of the SES. The TCAP is comprised of the highest ranking career SES member in each Treasury bureau and Departmental Offices.

e. *The Office of Real and Personal Property Management* provides policy and technical guidance for space management, real and personal property, fleet management, energy and water conservation, environmental quality and pollution abatement, historic preservation, metrication, recycling, workers compensation, occupational safety and health, precious metals recovery and audiovisual management programs; and reviews and evaluates bureau operations within these program areas.

f. *The Office of Procurement* provides leadership and policy guidance for Departmentwide procurement programs and systems; evaluates bureau procurement operations; directs the use of streamlined, cost effective means of procurement, including the purchase card; implements the Federal Acquisition Streamlining Act of 1994; oversees the activities of the Departmental Advocate for Competition; administers a Departmentwide career management program; and implements an effective, Departmentwide contract administration program.

g. *The Office of Small and Disadvantaged Business Utilization* implements the statutory mandate that agencies award a fair proportion of their acquisitions to small business concerns; promotes the participation of small businesses, small disadvantaged businesses, minority business concerns,

and women-owned small businesses in prime and subcontract opportunities; promotes increased contracting with non-profit agencies for advancement of people who are blind or severely disabled; and assists bureaus to implement their small and minority business programs.

h. *The Office of Strategic Planning* coordinates the Department's strategic planning process to forecast and prepare for future problems and opportunities; guides bureaus in developing long-range plans; establishes Departmental priorities and strategic objectives; analyzes current goals, objectives and activities in terms of the future; develops basic objectives about missions, assumptions, long-range goals, strategies and the general range of required resources; conducts studies of issues with long-term or strategic impact on Treasury operations; and maintains the Departmental planning process.

i. *Office of Organizational Improvement* develops customer service and management improvement plans; provides guidance and direction in the development of performance indicators; conducts program evaluations to improve Departmentwide operations and the allocation of resources by the Departmentwide budget process; promotes quality management and continuous process improvement efforts within the bureaus; reviews bureau reorganization proposals submitted to the Assistant Secretary for approval; supports the Assistant Secretary on matters relating to legislation; coordinates the Department's streamlining initiatives and provides staff support for studies conducted for the President's Council on Management Improvement; prepares and publishes Treasury Orders, Directives, and Handbooks.

j. *The Office of Treasury Reinvention* serves as a consultant group to the Department to assist in achieving reinvention goals and provides focus and guidance on reinvention goals to bureaus and Departmental Offices process owners; encourages bureau and Departmental process owners to formulate and implement long-term strategies for achieving results in accordance with those envisioned in the National Performance Review report; and assists senior officials in finding ways to improve work processes.

k. *The Office of Budget* analyzes bureau resource requests and completes financial analyses related to resource allocations; makes recommendations to policy officials concerning budget priorities and strategy; maintains the Treasury Budget Manual in coordination with the Office of

Financial and Budget Execution; and represents the Department on budget matters in contacts with OMB, congressional committees and other Government agencies.

7. *The Deputy Assistant Secretary (Information Systems)* serves as the Department's Senior Official for Information Resources Management and has Departmentwide responsibility for policy, oversight, and improvement of information systems, including hardware and software, communications systems, and privacy and security issues relating to information systems. The Deputy Assistant Secretary (Information Systems) provides policy and program management for the development of the Treasury Information Infrastructure (applications, services, technology), promoting the efficient and effective use of information technology and resources to enhance mission and employee performance. The Deputy Assistant Secretary supervises the Office of Information Resources Management and the Office of Telecommunications Management.

a. *The Office of Information Resources Management* manages a broad range of information resources management functions specified in the Brooks Act and the Paperwork Reduction Act, except for management issues related to telecommunications; coordinates and makes recommendations for information systems planning and budgeting; develops and coordinates policy and standards; approves and coordinates acquisitions and systems management; conducts information management reviews; manages Treasury Information Infrastructure development; provides electronic Commerce/Electronic Data Interchange (EC/EDI) program management; coordinates disabled accommodation programs and systems; provides information dissemination; manages data integrity board activities; promotes business process reengineering; provides leadership to appropriate interagency, reinvention projects; administers provisions of the Computer Security Act; conducts inventories of bureau sensitive systems and reviews security plans; develops and reviews computer security awareness training guidelines; and reviews and approves public reporting requirements; and coordinates Treasury external directories, forms, reports, records, and mail management program activities.

b. *The Office of Telecommunications Management* develops and manages the Departmentwide telecommunications program for local and wide area communications systems and services;