

develops policies for cost-effective utilization of telecommunications resources by bureaus; provides management and financial oversight on Executive Agent telecommunications programs implemented by Treasury bureaus; reviews and coordinates the acquisition of communications systems and services throughout the Department; establishes and oversees program offices for voice, data, video, and wireless communications, including radio frequency spectrum engineering and management, to meet Departmentwide requirements; manages participation in intergovernmental telecommunications programs; and represents the Department on telecommunications matters in contacts with OMB and other agencies.

8. *The Deputy Assistant Secretary (Administration)* has responsibility for the Departmental Offices' administrative and management operating programs which include: administrative services; automated systems; facilities; budget formulation and execution; accounting and internal controls; management advisory services; personnel, payroll, and equal employment opportunity; printing and graphics; and procurement. The Deputy Assistant Secretary (Administration) is responsible for managing the Departmentwide disclosure services program, Working Capital Fund, Gifts and Bequest Fund, printing program and reimbursable agreement operations, which cross bureau lines. The Deputy Assistant Secretary (Administration) also serves as the Departmental Offices' liaison for activities required to comply with the CFO Act. Unless another Treasury Order, Directive, or delegation specifically states otherwise with respect to a specific function, the Deputy Assistant Secretary (Administration) is the head of the Departmental Offices for all administrative and management functions. The Deputy Assistant Secretary supervises the following offices.

a. *The Administrative Operations Division* provides a range of administrative support services to the Departmental Offices to include: building access security; environmental and physical safety; parking facilities; dining room; library and information services; domestic and international travel; Secretarial delegation travel; and management coordination for special projects. The Division manages the

Departmentwide disclosure services program.

b. *The Automated Systems Division* provides automated information system services to Departmental Offices including: security; office automation; data processing; user support; applications development; and telecommunications services.

c. *Office of the Curator* provides coordination and direction for the restoration of the Treasury Building; conservation and maintenance of its historic collections; historical research on the building and collections to facilitate the development of special exhibits and other educational activities; and administers the Treasury Building tour program for the general public, as well as VIP tours for guests of the Department. The Office of the Curator falls within the immediate office of the Deputy Assistant Secretary (Administration).

d. *The Facilities Management Division* directs and coordinates the management of the Main Treasury Building, Treasury Annex, and related grounds, including space management, construction, maintenance, custodial care, personal property, mail, messenger and motor pool services, and Departmental Offices rental space.

e. *The Financial Management Division* formulates, presents, executes and manages the Departmental Offices' budget; maintains a comprehensive integrated financial management and accounting system in support of the financial resources under the jurisdiction of the Deputy Assistant Secretary (Administration); develops and directs the internal controls activities of the Departmental Offices; and supports the Deputy Assistant Secretary (Administration) in providing information to comply with the CFO Act. In addition, the Division provides financial management for the Department's Working Capital Fund and reimbursable programs which cross bureau lines.

f. *Office of Management Advisory Services* provides centralized short-term management advisory assistance to Departmental Offices and bureaus on a broad range of issues having Departmentwide or bureauwide impact, as well as cross-functional management operational support for the implementation of critical initiatives.

g. *The Personnel Resources Division* formulates and administers the operating personnel management and training programs for the Departmental Offices, including the Equal

Employment Opportunity Discrimination Complaint Program and the Multi-Year Affirmative Action Plan Program, and provides payroll liaison services for Departmental Office employees.

h. *The Printing and Graphics Division* provides Departmentwide printing, graphics and printing procurement services; develops printing and copy machine management policy; and represents the Department on oversight agencies and interagency committees.

i. *The Procurement Services Division* provides operational procurement support for the Departmental Offices and manages certain Departmentwide procurements.

9. *The Office of Security* develops and administers Departmentwide policies for personnel, physical, and systems security and for emergency preparedness. Physical security includes industrial and information security, and systems security includes the following functional areas: computer security, telecommunications security, operations security (threat/vulnerability assessments), emissions security (TEMPEST), certificate management, and electronic authentication. The DO Personnel Security Branch under the Office of Security performs the operating personnel security functions for the Departmental Offices, including initiating and adjudicating investigations and granting security clearances for access to classified information. The Office of Security also represents the Department on committees organized under the Security Policy Board and the Overseas Security Policy Board and consults and coordinates with other agencies to fulfill program responsibilities.

10. *Cancellation.* TD 27-01, "Organization and Functions—Office of the Assistant Secretary (Management)/ Chief Financial Officer," dated January 19, 1993, is superseded.

11. *Expiration.* This Directive shall expire three years from the date of issuance unless superseded or cancelled prior to that date.

12. *Office of Primary Interest.* Office of Organizational Improvement, Office of the Deputy Assistant Secretary (Departmental Finance and Management), Office of the Assistant Secretary (Management) & CFO.

George Muñoz,

Assistant Secretary (Management) and CFO.

Attachment.

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