

legal matters relating to management of the agency, and represents the Assistant Secretary on all administrative litigation matters. The Deputy Assistant Secretary provides day-to-day executive leadership and direction for the Office of Human Resources and Equal Employment Opportunity/Civil Rights, Office of Staff Development and Employee Relations and the Executive Secretariat Office. The Deputy Assistant Secretary for Program Operations represents the Assistant Secretary in HHS and with other Federal agencies and task forces in defining objectives and priorities, and in coordinating activities associated with reinvention and continuous improvement initiatives.

The Deputy Assistant Secretary for Policy and External Affairs serves as the principal advisor and counsel to the Assistant Secretary for Children and Families on all aspects of legislation, policy, strategic planning, performance measures and demonstration testing, research, evaluation, intergovernmental affairs, budget formulation and media. The Deputy Assistant Secretary for Policy and External Affairs develops broad policy strategies and concepts pertaining to on-going and anticipated program issues and recommends legislation relevant to ACF programs. The Deputy Assistant Secretary for Policy and External Affairs formulates and presents ACF's program budgets; represents the Assistant Secretary for Children and Families in budget negotiations with the Department and the Office of Management and Budget (OMB); and assists in planning for and presenting the budget before the OMB and Congress. The Deputy Assistant Secretary for Policy and External Affairs represents the Assistant Secretary for Children and Families on intergovernmental matters, media affairs, and in contacts and negotiations with Congressional members and staff and executives of agencies and organizations. The Deputy Assistant Secretary for Policy and External Affairs provides executive leadership and direction to the Office of Legislative Affairs and Budget, the Office of Planning, Research and Evaluation and the Office of Public Affairs. The Deputy Assistant Secretary for Policy and External Affairs also provides oversight for agency commissions and advisory committees, including the U.S. Advisory Board on Child Abuse and Neglect, the U.S. Commission on Child and Family Welfare and the President's Committee on Mental Retardation.

B. The Executive Secretariat Office ensures that issues requiring the attention of the Assistant Secretary,

Deputy Assistant Secretaries and/or executive staff are addressed on a timely and coordinated basis; facilitates decisions on matters requiring immediate action including White House, congressional and secretarial assignments. It serves as the ACF liaison with the HHS Executive Secretariat. It receives, assesses and controls incoming correspondence and assignments to the appropriate ACF component(s) for response and action; provides assistance and advice to ACF staff on the development of responses to correspondence and on the controlled correspondence system; coordinates and/or prepares congressional correspondence; and tracks development of periodic reports and facilitates departmental clearance. The Director of the Executive Secretariat Office serves as the Freedom of Information Act Officer for ACF and coordinates hot line calls received by the Office of Inspector General and the General Accounting Office on ACF operations and personnel.

C. The President's Committee on Mental Retardation Staff (PCMR) provides general staff support for a Presidential-level advisory body, the President's Committee on Mental Retardation. It coordinates all meetings and congressional hearing arrangements; provides such advice and assistance in the areas of mental retardation as the President or Secretary may request; prepares and issues an annual report to the President concerning mental retardation and such additional reports or recommendations as the President may require or as PCMR may deem appropriate; and evaluates the national effort to prevent and ameliorate mental retardation. It works with other federal, state, and local governments and private sector organizations to achieve Presidential goals in mental retardation; develops and disseminates information to increase public awareness of mental retardation, to reduce its incidence, and to alleviate its effects. The Staff that supports the Committee reports to the Deputy Assistant Secretary for Policy and External Affairs.

D. The National Advisory Board on Child Abuse and Neglect Staff Provides support and information pertaining to studies, research, or analyses of various matters affecting child abuse and neglect for the Board to use in its deliberations and recommendations. The Staff assists the Board in preparing and submitting to the Secretary and appropriate Committees of Congress an annual report with recommendations on ways in which the purposes of the Child Abuse Prevention and Treatment Act

can effectively be achieved. The Staff makes arrangements for all meetings and hearings of the Board. The staff reports to the Deputy Assistant Secretary for Policy and External Affairs.

E. The U.S. Commission on Child And Family Welfare Staff provides support pertaining to studies, research and analyses of various matters affecting families and children. The Commission's initial focus is on custody and visitation with an interest in keeping both parents involved in the emotional and financial support of their children. The staff assists the Commission by scheduling public hearings and forming panels of experts in family law, child welfare, child support and parents' and children's advocacy groups. The Staff assists the Commission in preparing an interim and final report to the Congress. The staff that supports the Commission reports to the Deputy Assistant Secretary for Policy and External Affairs.

III. Retitle Chapter KJ. "The Office of Information Systems Management/Child Support Information Systems" as the "Office of Regional Operations and Systems," and replace with the following:

KJ.00 Mission  
KJ.10 Organization  
KJ.20 Functions

KJ.00 *Mission.* The Office of Regional Operations and State Systems (OROSS) recommends to and advises the Assistant Secretary on all strategic and operational activities related to implementation of the agency's programs at the regional level. It oversees the performance and operation of all Regional Offices, and coordinates with program offices on strategies and implementation of program initiatives. It serves as the focal point for State automated systems funded with Federal financial participation for the Department. It coordinates ACF's development and implementation of strategies and policies related to payment integrity, electronic benefits transfer, welfare systems integration, and related initiatives and programs. It directs state systems activities on partnership, collaborative efforts, and technical assistance activities.

KJ.10 *Organization.* The Office of Regional Operations and State Systems is headed by a Director who reports to the Assistant Secretary for Children and Families. The Office is organized as follows:

- Office of the Director (KJA)
- Regional Operations Staff (KJB)
- Office of State Systems/Child Support Information Systems (KJC)