

coordination and administration of those programs nationwide. Serves as the effective and visible advocate within the Federal government to ensure the rights and entitlement of the elderly. Conducts active public education of officials, citizens, and the aged to ensure broad understanding of the needs and capabilities of the aged.

Sets national policies, establishes national priorities, ensures policy consistency, and directs plans and programs conducted by AoA. Advises the Secretary, HHS agencies, and other Federal departments and agencies on the characteristics, circumstances, and needs of older people and on policies, plans and programs designed to promote their welfare. The Deputy Assistant Secretary is the Assistant Secretary's primary associate in carrying out the mission of the agency, particularly in the advocacy and policy negotiation role within the Federal government.

Serves as an advocate for older people with voluntary and private organizations. Collaborates with other Federal agencies to assist older persons by the development and implementation of interagency agreements. Coordinates joint interests and initiation of projects with other Federal agencies and State and local government entities. Provides liaison with the Federal Council on the Aging and other Federal advisory committees focused on the aging. Works with national aging organizations, professional societies, and academic organizations to identify mutual interests and plan voluntary and funded approaches to meet the needs of older persons. Ensures affirmative action throughout the Aging Network in employment and services delivery.

#### Congressional and White House Liaison (BA1)

Coordinates all liaison activities with Congress and with the print and electronic media. Manages AoA's media relations and legislative liaison activities.

Develops legislative proposals, testimony, background statements, and other policy documents for use by the Assistant Secretary in activities related to legislation. In coordination with the DHHS Office of the Assistant Secretary for Legislation, analyzes proposed and enacted legislation related directly or indirectly to older people, including legislation directly affecting OAA programs. Through an automated legislative information system tracks bills related to the aging. Develops and issues status reports regarding key legislative developments to

Headquarters and Regional Office staff, the network of State and Area Agencies on Aging, and Indian Tribal Organizations.

Coordinates with the Office of the Assistant Secretary for Public Affairs, including planning and implementing strategy for relations with the news and other information media; initiates media outreach activities and responds to all media inquiries concerning AoA programs and related issues.

#### Executive Secretariat and Policy Coordination (BA2)

Responsible for policy coordination concerning programs and services under the OAA, including long-term care initiatives and services. Serves as the communications center for AoA, ensuring that issues requiring the attention of the Assistant Secretary, Deputy Assistant Secretary or AoA Executive Council are identified on a timely and coordinated basis. Monitors the response of other AoA units in developing necessary documents for the Assistant Secretary's review and provides assistance to staff on the content and style of special assignments. Operates the agency-wide paper and electronic correspondence and assignment tracking and control system and provides technical assistance on standards for control of correspondence and memoranda. Manages the clearance system and reviews documents for consistency with the Assistant Secretary's and the Secretary's assignments, previous decisions on related matters, and editorial standards. Refers unprecedented policy questions to the appropriate subject matter office. Develops and maintains agency-wide mailing lists.

In conjunction with the Immediate Office of the Assistant Secretary, implements public education activities for Headquarters and Regional Offices to achieve AoA program objectives in coordination with other AoA units; develops and distributes publications and audiovisual materials about older people and prepares and issues brochures, fact sheets, exhibits and films on the needs and concerns of older persons and measures to improve the circumstances, available services, and environment for the older population.

Develops special information campaigns to inform older people and the general public about issues, problems and benefits important to older people. Fosters, plans and coordinates ceremonies and celebrations related to the elderly. Prepares the AoA Annual Report to the President and Congress.

Maintains official copies of all policy and information issuances and data collection instruments; ensures their proper clearance before issuance and annually reviews them for currency and compliance with law and regulations. Reviews all materials prepared for Federal Register publication and ensures their compliance with guidelines. Serves as AoA's liaison with the Executive Secretariats in the Office of the Secretary and other HHS units regarding AoA program, policy and special administrative matters. Receives and sorts internal mail for AoA headquarters components.

Provides liaison with OMB for the management of the agency paperwork burden reduction program. Coordinates clearance of OAA Titles II, III, IV, VI and VII program regulations within AoA and with appropriate HHS offices, and review of those regulations by OMB. Prepares and processes clearances for collection of information, and assures compliance with related standards, procedures and policies.

Serves as liaison with the Office of the General Counsel, Office of the Inspector General and the General Accounting Office on all program matters other than those related to grants or procurement management. Reviews requests for information under the Freedom of Information Act and arranges for appropriate responses, in coordination with the HHS Freedom of Information Act Officer.

Responds to written, phone and personal inquiries from all sources dealing with services and needs of the aging.

#### *B. Office of Governmental Affairs and Elder Rights (BA-1)*

Develops and maintains effective relationships with government entities and their representatives at the Federal, State and local levels to develop a unified policy toward, and promote, the aims of the Older Americans Act, especially as they relate to a community-based system of long-term care for the aging and disabled; oversees development of more responsive service systems through intergovernmental and private sector initiatives and partnerships to address age-related issues and concerns. Coordinates AoA fraud, waste and abuse investigation and elimination, and related activities. Chairs the Assistant Secretary's Business and Aging Leadership Roundtable of representatives from private industry and national business and aging organizations. Oversees the international liaison and coordination functions of AoA. Stimulates and coordinates AoA international activities