

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Office of the Secretary

Office of Assistant Secretary for Administration and Management; Statement of Organization, Functions, and Delegations of Authority

Part A, Office of the Secretary, Statement of Organization, Functions and Delegations of Authority for the Department of Health and Human Services (HHS) is being amended as follows: "Chapter AJ, Office of the Assistant Secretary for Administration and Management," as last amended at 66 FR 55666–55678, dated October 26, 2001. This reorganization is to accurately reflect the realignment of functions within the Office of the Assistant Secretary for Administration and Management (OASAM). The changes are as follows:

I. Under Part A, Chapter AJ, delete in its entirety and replace with the following:

Section AJ.00 Mission. The Office of the Assistant Secretary for Administration and Management (OASAM) performs for the Secretary the administrative management functions (exclusive of financial and information resources management) of the Department. Manages the human resources, equal employment opportunity, acquisition, grants, and general management activities of the Department. Provides leadership and oversight direction to the activities of the Program Support Center. Provides resource management and equal opportunity services to the Office of the Secretary (OS) and is the head of the OS as an Operating Division.

Section AJ.10 Organization. The Office of the Assistant Secretary for Administration and Management is under the direction of the Assistant Secretary for Administration and Management, who reports to the Secretary and consists of the following components.

- Immediate Office of the Assistant Secretary for Administration and Management (AJ).
- SW Complex Security Team (AJ1).
- Office of Competitive Sourcing (AJ2).
- Office of Human Resources (AJA).
- Office of Grants Management and Policy (AJB).
- OS Executive Office (AJC).
- Office of Facilities Management and Policy (AJE).
- Office of Acquisition Management and Policy (AJG).
- Program Support Center (P).

Section AJ.20 Functions

A. *Immediate Office of the Assistant Secretary for Administration and Management (AJ)*. Provides leadership, policy, guidance and supervision, as well as coordinating long and short range planning for the Office of the Assistant Secretary for Administration and Management. Provides leadership and direction for the Program Support Center (P) and the head of the Program Support Center.

B. *SW Complex Security Team (AJ1)*. Provides physical security for employees and visitors and facility protection in the HHS Building and other SW Complex facilities; oversees the OS and Southwest complex occupational safety and health programs; oversees the fire prevention program; manages HHS Building parking facilities and HHS parking in other SW Complex lots; issues and controls employee identification badges; and manages the HHS Building visitor program and special events admittance support.

C. *Office of Competitive Sourcing (AJ2)*. The Office of Competitive Sourcing (OCS) is headed by a Director who reports directly to the Assistant Secretary for Administration and Management. (1) OCS provides Department-wide leadership, centralized oversight and coordination of competitive sourcing activities; (2) develops policy and issues guidelines relating to competitive sourcing; and (3) represents the Department in dealings with OMB, GAO and other Federal agencies in the area of competitive outsourcing.

C. Office of Human Resources (AJA)

Section ADA.00 Mission. The Office of Human Resources (OHR) provides leadership in the planning and development of personnel policies and human resource programs that support and enhance the Department's mission. Provides technical assistance to the Operating Divisions (OPDIVs) in building the capacity to evaluate the effectiveness of their human resource programs and policies. Serves as the Departmental liaison to central management agencies on topics relating to EEO and human resources matters. Provides Department wide leadership for reorganization and delegation of authority, and other management programs.

Section AJA.10 Organization. The Office of Human Resources (OHR), headed by a Deputy Assistant Secretary for Human Resources who reports to the Assistant Secretary for Management and

Administration, and consists of the following components:

- Immediate Office (AJA)
- Personnel Programs Group (AJA1)
- Equal Employment Opportunity Programs Group (AJA2)

Section AJA.20 Functions

1. The Immediate Office of Human Resources (AJA), provides leadership to the development and assessment of the Department's human resources programs and policies. In coordination with the Operating Divisions, designs human resource programs that support and enhance the HHS missions. Provides technical assistance to the OPDIVs in building the capacity to evaluate the effectiveness of their human resource programs and policies, including the development of performance standards. On behalf of the Department's Director of Equal Employment Opportunity, adjudicate complaints of discrimination. Serves as Departmental liaison to central management agencies exercising jurisdiction over human resources and EEO matters.

2. *Personnel Programs Group (AJA1)*. Provides leadership to the planning and development of personnel policies and programs that support and enhance the Department's mission. In coordination with the OPDIVs, formulates HHS policies pertaining to employment, compensation, position classification, employee benefits, performance management, employee development, and employee and labor relations. Provides technical assistance to the OPDIVs in the proper application of Federal personnel law, regulations, and policies. Provides strategic advice to the Deputy Assistant Secretary for Human Resources, the Assistant Secretary for Administration and Management, and the Secretary on those initiatives having major workforce implications. Analyzes workforce data and trends to support strategic workforce planning and restructuring efforts, at both the Departmental and OPDIV levels. Promotes and supports OPDIV capacity building efforts, including innovative approaches to personnel program management. Serves as the Department's focal point for liaison on personnel and labor relations issues with the Office of Personnel Management, the General Accounting Office, the Merit Systems Protection Board, and the Federal Labor Relations Authority.

Serves as the principal source of advice on all aspects of Department-wide organizational analysis including: planning for new organizational elements; evaluating current