

financial assistance; and designs and assists in execution of demonstrations, experimentation and tests of innovative approaches to grants management.

e. Develops, analyzes and tests innovative ideas, techniques, and implementations in grants management. Fosters creativity in the administration of grants.

f. Establishes and manages improved grants management information and monitoring systems.

g. Conducts performance measurements of the Department's Grants System and operates the Department-wide grants reporting systems.

h. Provides advice and technical assistance on grants implementation and processes to the Department's Operating Divisions.

i. Oversees the implementation of grants functions throughout the Department.

E. Office of the Secretary (OS) Executive Office (AJC)

The Office of the Secretary Executive Office (OSEO): (1) Works closely with the Office of Budget, Technology, and Finance (OBTF) to provide budget and other financial services to Office of the Secretary Staff Divisions; (2) in conjunction with the OBTF oversees all aspects of budget formulation and execution for the Office of the Assistant Secretary for Administration and Management; (3) maintains funds controls and coordination of billing and accounts related to the Secretary's dining room and the Immediate Office of the Secretary; (4) plans and directs the provision of centralized purchasing and contracting services for administrative supplies, technical, and research requirements for the OS; (5) provides staff assistance and guidance to OS staff on purchasing and contracting related to purchase order, credit card (MACC), etc.; (6) coordinate with PSC contracts sponsored by the OS; and (7) coordinates with the Program Support Center on requests for personnel actions, departure closeout processing, and payroll liaison; as well as other human resources management support activity matters on behalf of the Staff Divisions.

Assists the ASAM in carrying out the delegated authority to establish and maintain equal employment opportunity programs within the Office of the Secretary. The Office is responsible for ensuring that all OS employment policies and actions are based on merit, without regard to race, color, religion, national origin, sex, age, or physical/mental disability. Major functions include: pre-complaint

counseling; formal complaint processing; affirmative employment planning and implementation; technical guidance and policy development. The functions of the office also include program efforts which focus on the Federal Women's Program, the Hispanic Employment Program, and the Program for People with Disabilities. Works closely with the Deputy Assistant Secretary for Facilities to develop guidance for the OS on aspects of the HHS annual RENT budget, as it relates to the SW Complex. Coordinates preparation among OPDIVs and STAFFDIVs in the SW Complex RENT budgets, consistent with OMB and GSA guidance. Establishes information and reporting standards for all above listed programs. Collects, assembles, and analyzes required information for mandated reports to Congress, OMB, GSA and other Federal agencies.

F. Office for Facilities Management and Policy (AJE)

Section AJE.00 Mission. The Office for Facilities Management and Policy (OFMP): (1) Plans, oversees and directs facilities master planning, design, programming and construction; (2) oversees and coordinates the following facilities activities: the operations and maintenance of HHS facilities; property management of leased facilities; land and space management; disposal of real property; environmental quality and compliance; facilities energy management; historic preservation; physical security of space occupied by HHS employees; and the requirements contained in the Occupational Safety and Health Act; and (3) and provides administrative and operations support to the Department's Capital Investment Review Board and has oversight responsibilities for multibillion facilities master plan that calls for construction of numerous state-of-the-art laboratories, office buildings and other support facilities.

Section AJE.10 Organization. The Office of Facilities Management and Policy (OFMP) is headed by a Deputy Assistant Secretary, who reports directly to the Assistant Secretary for Administration and Management, and consists of the following components:

- Division of Planning and Construction (AJE1)
- Division of Operations and Maintenance (AJE2)
- Division of Real Property (AJE3)

Section ADE.20 Functions

1. Division of Planning and Construction (AJE1)—The Division of Planning and Construction (DPC): (1) Supports the HHS Capital Investment

Review Board; (2) leads programming of facilities projects for the HHS annual budget submission and responds to inquiries from external organizations such as GSA, OMB and Congress; (3) facilitates and oversees construction program implementation from preproject planning through facility activation and it fosters application of construction best practices, energy conservation, workforce training and competencies, and the use of different contract acquisition methods; and develops and oversees implementation of policies such as those for sustainable design and preproject planning.

2. Division of Operations and Maintenance (AJE2)—The Division of Operations and Maintenance (DOM): (1) Oversees HHS and the OPDIVs activities in maintaining and managing capital facility assets and providing for comfort and cleanliness, (2) oversees expenditure levels, facility condition and condition assessments, deferred maintenance amounts and calculations, and computerized maintenance management systems; (3) fosters application of best practices for energy conservation, workforce training and competencies, and acquisition; (4) develops and oversees implementation of policies such as those for building commissioning, design for maintainability; (5) manages the operations and maintenance activities in the Hubert H. Humphrey Building in Washington, D.C.; and (6) establishes, maintains and promulgates HHS policy and guidelines for the SW Complex real property program.

3. Division of Real Property (AJE3)—The Division of Real Property (DRP): (1) Establishes, maintains and promulgates HHS policy for the real property and management programs, serving as the principal source of advice on these Department-wide programs; (2) establishes the HHS real property program, writes guidelines and procedures to acquire and manage owned and leased real property; reviews and as necessary, manages disposal actions; monitors and analyzes utilization of all space; implements the GSA Delegations program; (3) manage facilities programs, which include: Occupational safety and health, environmental quality, physical security, historic preservation, energy conservation and fitness and childcare centers; (4) provides oversight of OPDIV performance, technical assistance and training on a Department-wide basis; (a) reviews OPDIVs compliance with program requirements and sets Departmental standards, as required; (b) interrupt GSA guidelines, facilities related legislation, Executive Orders,