

applicable regulations, and other guidelines; (c) establishes reporting standards for all facilities related programs; and (d) collects, assembles and analyzes required information for mandated reports to Congress, OMB, GSA and other Federal agencies.

H. Office of Acquisition Management and Policy (AJG)

Section AJG.00 Mission. The Office of Acquisition Management and Policy (OAMP) provides management direction of the acquisition system including logistics and small business policy. Provides Department-wide leadership in these areas through policy development, performance measurement and training. Represents the Department in dealings with OMB, GAO and other Federal agencies and Congress in the areas of procurement, logistics and small business utilization. Fosters creativity and innovation in the administration of these functions throughout the Department.

Section AJG.10 Organization. The Office of Acquisition Management and Policy (OAMP), headed by a Director for Acquisition Management and Policy, who is the Senior Procurement Executive appointed pursuant to 41 U.S.C. 414(3) section 16(3), reports to the Assistant Secretary for Administration and Management, consists of the following components:

- Immediate Office (AJG)
- Division of Acquisition Policy (AJGI)
- Logistics Policy Staff (AJG2)
- Office of Small and Disadvantaged Business Utilization (AJGA)

Section AJG.20 Functions

1. Office of the Director for Acquisition Management and Policy (AJG). The Office of the Director for Acquisition Management and Policy provides leadership, policy, guidance and supervision, as well as coordinating long and short-range planning to constituent organizations. Also, provides technical assistance to the Operating Divisions and evaluates effectiveness of their acquisition, logistics, and small business programs, including the development of performance standards. Manages special departmental procurement initiatives and procurement operations of the Program Support Center.

2. Division of Acquisition Policy (AJGI). The Office of Acquisition Policy provides leadership in the area of acquisition through policy development, performance measurement and training. The office is responsible for the following:

a. Formulates Department-wide acquisition policies governing procurement activities. Publishes these in regulations and manuals. Recommends and participates in development of government-wide acquisition policy.

b. Provides advice and technical assistance on matters related to HHS acquisition programs including those operating under the Federal Acquisition Regulation, the Medicare and Medicaid provisions of Title 42 of the U.S. Code, those under Public Law 93-638 and other special authorities.

c. Manages workforce development issues for the department's acquisition workforce including certification and warranting of contracting officers.

d. Monitors the adoption of acquisition policies by the Department's Operating and Staff Divisions to ensure consistent policy interpretation and application. Provides standards for departmental staff assigned contract management responsibilities.

e. Conducts Performance Measurement of the Department's procurement system to ensure compliance with procurement laws and policies and efficient acquisition of the Department's program needs.

f. Makes studies of problems requiring creation of new policies or revision of current policies, including the application of Departmental management controls and reports related to the Department's procurement activities; resolves issues arising from implementation of those policies; maintains similar relationships and associations with public and private contractor organizations.

h. Serves as the Department's liaison in the area of acquisitions and maintains working relationships with OMB, GSA, GAO, and other Federal agencies to coordinate and assist in the development of policy and to participate in government-wide tests of procurement innovations.

i. Conducts special projects to develop improved mechanisms for Department-wide management and procurement. Researches, analyzes and tests innovative ideas, techniques and policies in the area of acquisition. Establishes and directs ad hoc teams to work on special projects to develop creative approaches to problems in the area of acquisition.

3. Logistics Policy Staff (AJG2). Serves as the Department's focal point and liaison with the Operating and Staff Divisions for policy development, technical assistance, oversight and workforce development in the area of logistics. The Staff is responsible for the following:

a. Formulates Department-wide logistics policies governing the management of personal property throughout the Department.

b. Formulates Department-wide travel policies governing travel activities; publishes travel regulations and manuals; and recommends and participates in development of government-wide travel.

b. Provides advice and technical assistance on logistics activities and policy matters to the Department's Operating Divisions.

c. Monitors the adoption of logistics policies by the Department's Operating Divisions to ensure consistent policy interpretation and application.

d. Oversees the implementation of logistics functions throughout the Department.

e. Develops, participates in and evaluates logistics training programs for Department staff.

f. Researches, analyzes and tests innovative ideas, techniques and policies in the area of logistics.

g. Serves as the Department's liaison in the area of logistics and maintains working relationships with OMB, GAO and other Federal agencies to coordinate and assist in the development of policy.

4. Office of Small and Disadvantaged Business Utilization (AJGA3).

a. Has responsibility within the Department for policy, plans, and oversight of execution of the functions under section 8 and 15 of the Small Business Act as amended and Executive Orders 12073 and 12138, relating to preference programs for small businesses, disadvantaged businesses, HubZones, and women-owned businesses, etc. Under provision of Public Law 95-507, the Director reports directly to the Deputy Secretary with the day-to-day operational support provided by the Office of Acquisition Management and Policy.

b. Acts as the advocate for the Secretary and Deputy Secretary within the Department for matters relating to Sections 8 and 15 of Small Business Act and Executive Orders 12073 and 12138 and represents the Department in dealing with other Federal agencies on those matters.

c. Acts as focal point and advocate for the small business, disadvantaged business, HubZones, and women-owned business firms, etc. in their dealings with the Department.

d. Formulates, recommends and monitors implementation of policies for the Department's small business, Small Business Innovation Research, disadvantaged business, HubZone, veteran, and women-owned business programs and other initiative programs.