

amends the Office of the Strategic Officer subchapter to add the SAC Code "TJ" and to delete a function from that subchapter. The new material and changes are as follows:

Chapter S7

Office of the Deputy Commissioner, Human Resources

Section S7.00 *The Office of the Deputy Commissioner, Human Resources—(Mission):*

Add after the colon and before the words "personnel management", "human capital and planning initiatives".

Add the word "and" between the words "opportunity" and "training".

Section S7.10 *The Office of the Deputy Commissioner, Human Resources—(Organization):*

The Office of the Deputy Commissioner, Human Resources, under the leadership of the Deputy Commissioner, Human Resources, includes:

Reletter:

D. to F.

E. to G.

F. to H.

G. to I.

Establish:

D. The Human Capital Planning Staff (S7J).

E. The Executive and Special Services Staff (S7K).

Section S7.20 *The Office of the Deputy Commissioner, Human Resources—(Functions):*

Delete: From C, the Immediate Office of the Deputy Commissioner, paragraphs 2, 3, 4 and 5.

Reletter:

D. to F.

E. to G.

F. to H.

G. to I.

Add:

D. The Human Capital Planning Staff (S7J) provides leadership within DCHR and for the Agency in broad human resources policy areas related to workforce planning and management. The Staff ensures that the Agency's human resources policies and practices are aligned to support the accomplishment of the Agency's mission, vision, goals and strategies; improve hiring and retention strategies to ensure a workforce consistent with the Agency's needs; and create a continuous learning and performance culture that results in a highly productive workforce. The Human Capital Planning Staff provides direction and oversight to the development and integration of the Agency's human resources automated

systems and advises the DCHR on matters pertaining to Government-wide automated human resources systems. The Staff continually monitors, analyzes and interprets workforce forecasting data and projects future workforce needs including the types of skills and positions needed. It also develops and implements Agency-wide initiatives, such as competitive sourcing, in support of the effective use of human capital.

E. The Executive and Special Services Staff (S7K) develops and implements all SSA policies and activities relating to the Agency's executive level personnel management program. Recruits for and places individuals in positions in the Senior Executive Service (SES) in accordance with OPM regulations.

Provides staff support to the Executive Resources Board in administering a systematic program to manage SSA's executive and professional resources and ensuring the appropriate selection of candidates to participate in official executive development programs. Provides staff support to the Performance Review Board in reviewing performance plans and subsequent appraisals of career and non-career executives in SES and employees in equivalent level positions.

F. *Office of Personnel.* Delete from the sentence that reads: "The Office manages personnel programs in the following areas:" the "and" after "employee recognition" and before "health services".

Add to that sentence: "employee benefits including health and retirement."

Add as the last sentence in F: "The office also develops and implements an SSA-wide program of Personnel Security and Suitability for employees and contractors and administers the SSA Drug Free Workplace program. It directs the development and operation of SSA's Workers' Compensation program, including SSA's Workers' Compensation Return to Work, Controversion and Investigations programs."

Subchapter S7B

The Office of Personnel

Section S7B.00 *The Office of Personnel—(Mission):*

Add, after the first sentence, "It administers and provides counseling for retirement, health and other employee benefits programs."

Add, beginning as the third sentence: "The Office of Personnel also develops and implements an SSA-wide program of Personnel Security and Suitability for employees and

contractors and administers the SSA Drug Free Workplace program. It directs the development and operation of SSA's Workers' Compensation program, including SSA's Workers' Compensation Return to Work, Controversion and Investigations programs."

Section S7B.10 *The Office of Personnel—(Organization):*

The Office of Personnel under the Associate Commissioner, Office of Personnel, includes:

Reletter:

D. to E.

E. to F.

F. to G.

G. to H.

H. to I.

Establish:

D. The Center for Employee Benefits (S7BL).

Retitle E: The Project Management Staff (S7BH) to the Center for Personnel Security and Project Management (S7BH).

Retitle F: The Personnel Management Information Systems and Payroll Staff (S7BJ) to the Center for Personnel Management Information Systems and Payroll (S7BJ).

Section S7B.20 *The Office of Personnel—(Functions):*

Reletter:

D. to E.

E. to F.

F. to G.

G. to H.

H. to I.

Add:

D. The Center for Employee Benefits (S7BL) directs the Social Security Administration's Retirement and Health Benefits programs. The Center develops the agency's policy on these programs and provides interpretation and guidance to SSA's managers nationwide. Expertise is provided to managers and employees on all Federal Benefit's Programs, including the Civil Service and Federal Employees' Retirement Systems, Thrift Savings Plan, Federal Employees' Health Benefit Plans, Federal Employees' Group Life Insurance, Flexible Spending Accounts and Long Term Care.

Retitle E, the Project Management Staff (S7BH) to the Center for Personnel Security and Project Management (S7BH).

Replace E in its entirety as follows:

1. Develops and implements an SSA-wide program of Personnel Security and Suitability for employees and contractors. Develops and implements SSA's National Security Program.

2. Directs the development and operation of SSA's Workers'