

Building—Room 101, 469 Airport Circle, Beaver, West Virginia 25813–9759. The application may be reviewed in person at this same location.

**SUPPLEMENTARY INFORMATION:** The FAA proposes to rule and invites public comment on the application to impose and use the revenue from a PFC at Tri-State Airport under the provisions of the Aviation Safety and Capacity Expansion Act of 1990 (Title IX of the Omnibus Budget Reconciliation Act of 1990) (Public Law 101–508) and Part 158 of the Federal Aviation Regulations (14 CFR Part 158).

On June 16, 1995, the FAA determined that the application to impose and use the revenue from a PFC submitted by the Tri-State Airport Authority was substantially complete within the requirements of Section 158.25 of Part 158. The FAA will approve or disapprove the application, in whole or in part, no later than September 7, 1995.

The following is a brief overview of the application.

*Level of the proposed PFC:* \$3.00.

*Proposed charge effective date:* July 1, 1995.

*Proposed charge expiration date:* September 30, 1997.

*Total estimated PFC revenue:* \$591,300

Brief description of proposed project(s):

- Modification to the existing terminal building and roadway system to provide handicap accessibility and passenger convenience. A canopy will be provided along the handicap accessibility curb front to offer covered drop-off and pick-up of passenger and baggage.
- Replace old engine generators (4 units) with one new engine generator to provide emergency power for the terminal facility and the ARFF building.
- Purchase a truck mounted sweeper unit to remove snow from Runways and Taxiways.
- Purchase snow blower to displace snow for the airport operational services.
- Reconstruct a section of the Taxiway (approx. 2,300' x 50') parallel to Runway 12/30 and widen Taxiway fillets.
- Reimburse Airport Authority for the preparation and coordination of PFC application.

Class or classes of air carriers which the public agency has requested not be required to collect PFC: Air Taxi/commercial operators filing FAA Form 1800–31 and Unscheduled Part 135 and Part 121 operators.

Any person may inspect the application in person at the FAA office listed above under **FOR FURTHER INFORMATION CONTACT** and at the FAA regional Airports office located at: Fitzgerald Federal Building, John F. Kennedy International Airport, Jamaica, New York 11430.

In addition, any person may, upon request, inspect the application, notice and other documents germane to the application in person at the Tri-State Airport Authority.

Issued in Jamaica, New York on June 20, 1995.

**Anthony P. Spera,**

*Acting Manager, Airports Division, Eastern Region.*

[FR Doc. 95–15896 Filed 6–27–95; 8:45 am]

**BILLING CODE 4910–13–M**

## DEPARTMENT OF THE TREASURY

[Treasury Directive Number 27–01]

### Organization and Functions of the Office of the Assistant Secretary (Management) and Chief Financial Officer (CFO)

June 22, 1995.

1. *Purpose.* This Directive describes the organization of the Office of the Assistant Secretary (Management) and CFO.

2. *The Assistant Secretary (Management) and CFO.* The following are the functions of the Assistant Secretary (Management) and CFO (the “Assistant Secretary”).

a. Serves as the CFO of the Department of the Treasury, with authorities and functions pursuant to the Chief Financial Officers Act of 1990, Pub. L. 101–576 (“the Act”), and, as CFO, is responsible for carrying out the following functions for the Department and all bureaus (described as Departmentwide in this Directive).

(1) Oversees Departmentwide financial management, accounting policy, internal controls, cash management, credit management, debt management, coordination of responses to General Accounting Office (GAO) activities relating to financial management, and corrective actions related to audit recommendations.

(2) Specifies the format, content and frequency of financial reports and statements, including overseeing the development of performance measurement indicators prepared by bureau program and financial components.

(3) Reviews and approves the development, implementation, and maintenance of an integrated agency

and bureau financial management system(s), as defined by Office of Management and Budget (OMB) Circular A–127, to ensure that such systems produce information in compliance with generally accepted accounting principles, standards, and requirements for all Departmentwide administrative and program areas.

(4) Reviews and approves financial statements and reports prepared at the bureau or Departmental level prior to submission to external parties.

(5) Prepares and transmits to the Secretary and OMB an annual report which includes items specified in 31 U.S.C. 902(a)(6).

(a) Description and analysis of the status of financial management, Departmentwide.

(b) Annual financial statements and reports prepared and audited pursuant to the Act.

(c) Summary of the Federal Managers’ Financial Integrity Act (FMFIA) Report.

(d) Other information that warrants communication to the President and Congress concerning Departmentwide financial management.

(6) Develops and manages the Department’s budget for the Secretary and Deputy Secretary.

(7) Directs the biennial review of fees, royalties, rents and other charges imposed by the Department or a bureau and recommends changes.

(8) Reviews, in accordance with the procedures established in Treasury Directive (TD) 28–02, “Legislative Procedures,” all legislative items related to or concerning financial management matters subject to review and coordination pursuant to TD 28–02, to provide advice and comments on financial management issues, including costs and benefits.

(9) Provides direction and policy guidance to program managers on financial management matters.

(10) Develops Departmentwide policies and provides oversight related to qualifications, recruitment, training, selection and retention of financial management personnel.

(11) Chairs the Departmentwide Treasury Chief Financial Officers Council.

(12) Assumes any other function conferred upon the CFO by statute, governmentwide regulation, or Treasury Orders and Directives.

b. Serves as the principal policy adviser to the Secretary and Deputy Secretary on matters involving the internal management of the Department and its bureaus. The Assistant Secretary oversees the Department’s management programs, which include: personnel and training; affirmative action and equal

employment opportunity; security; property management, procurement and contracting; strategic planning and organizational improvement; and program reviews of legislative proposals, in accordance with TD 28-02, to provide advice to the Secretary on cost and benefit estimates.

c. Oversees bureau proposals related to the development of budgetary resources for information systems.

d. Provides comprehensive administrative services to Departmental Offices and other components of the Department, as appropriate.

e. Provides Departmental oversight and supervision of the Treasurer of the United States.

f. Monitors financial execution of the budget and ensures the issuance of timely performance reports to management officials.

3. *Organization Structure.* The Assistant Secretary supervises the Treasurer of the United States, the Director, Office of Security, the Deputy CFO, and three Deputy Assistant Secretaries: (a) Departmental Finance and Management; (b) Information Systems; and (c) Administration. An organization chart is attached.

4. *The Treasurer of the United States* advises the Assistant Secretary, Deputy Secretary and the Secretary on matters relating to coinage, currency and the production of other instruments issued by the United States and serves as the National Honorary Director for the Savings Bond program; serves as the principal policy official on all matters concerning general coinage and currency policy; and provides Departmental oversight of the United States Mint and the Bureau of Engraving and Printing by monitoring key bureau operations and activities, identifying problem areas, and tracking corrective actions. In this capacity, the Treasurer represents the Department on major media programs and other public forums. The Treasurer reviews currency issues and redemptions and signs currency. The Treasurer's signature, along with the Secretary of the Treasury's, appears on all currency issued by the United States.

5. *The Deputy Chief Financial Officer* reports directly to the Assistant Secretary and has Departmentwide responsibility for implementing the provisions of the Chief Financial Officers Act of 1990 and the Government Management Reform Act of 1994. The Deputy CFO also has Departmentwide responsibility for accounting policy and procedures; management controls; financial management systems and reports; and financial execution of the budget. The

Deputy CFO supervises the following offices.

a. *The Office of Accounting and Internal Controls* develops, implements and evaluates Departmentwide accounting policy, designs form and content guidelines which are used to prepare financial statements; develops and reviews financial performance measures; reviews and coordinates accounting policy guidance developed by the Federal Accounting Standards Advisory Board; oversees Departmentwide compliance with the Federal Managers' Financial Integrity Act, Prompt Payment Act, Cash Management Improvement Act, and Federal Debt Collection Act; monitors the resolution and implementation of audit findings and recommendations; provides centralized coordination and monitoring of all Treasury related GAO audit activities; prepares the Department's CFO Annual Report; provides policy direction and oversight of the travel management and advisory committee management programs; and coordinates all activities associated with Treasury's financial management oversight of the Institute of American Indian Art.

b. *The Office of Financial Systems and Reports* guides and develops policies, procedures, and standards for integrating financial management and revenue systems Departmentwide; provides for automated financial reporting; reviews Departmentwide financial reports and financial statements; provides technical advice to bureaus on financial and revenue systems design and implementation; reviews and provides advice on financial management and revenue systems proposals submitted by bureaus under TD 32-02, "Approval of Financial Management Systems;" serves as systems administrator for Departmental level financial management systems; codifies the process for financial systems reviews and documentation; coordinates Departmentwide committees, user groups, task forces, and project teams that focus attention on financial management systems; and coordinates with the Joint Financial Management Improvement Program on development of governmentwide financial management systems requirements and standard general ledger requirements.

c. *The Office of Financial and Budget Execution* provides advice, guidance, and instructions on budget execution matters; maintains the Treasury Budget Manual in coordination with the Office of Budget; issues budget execution reports on Full Time Equivalents, budget authority, outlays, and receipts;

coordinates the status of funds reviews, reprogramming and fund transfers; monitors congressional and OMB directives; validates and reconciles appropriations and budgetary resources; and supports budget formulation.

d. *The CFO Liaison Officer* serves as liaison between the Assistant Secretary, Deputy CFO, and the fund directors responsible for the Working Capital Fund, the Treasury Forfeiture Fund, and the Departmental Offices' reimbursable programs (exchange accounts); reviews financial systems, management controls, and resource allocations of those funds; coordinates and provides advice related to financial plans; and oversees FMFIA corrective actions.

6. *The Deputy Assistant Secretary (Departmental Finance and Management)* has Departmentwide responsibility for the Treasury Reinvention Team; personnel policies; budget formulation; customer assistance; program evaluation; planning policy and Treasury organization; the Treasury Executive Institute; equal opportunity programs; Treasury integrated management information systems, including automated payroll/personnel systems; procurement program management; real and personal property; and supports the Assistant Secretary on legislative matters. The Deputy Assistant Secretary supervises the following offices.

a. *The Office of Personnel Policy* provides leadership in developing Departmentwide personnel management policies and procedures and in oversight, consultation and evaluation activities; develops, recommends and implements functional personnel programs such as: employment and staffing, including Senior Executive Service (SES); classification and compensation; employee development, appraisal, recognition and benefits; employee and labor relations; and drug-free workplace, including drug testing.

b. *The Office of Equal Opportunity Program* provides leadership in developing Departmentwide policies and procedures pertaining to equal employment opportunity; provides for the consideration and disposition of complaints involving issues of discrimination on grounds of race, color, religion, sex, national origin, age and disability; oversees, evaluates, and sets standards for the operation of the four Treasury Regional Complaint Centers which process complaints of discrimination for all bureaus; and directs and administers Departmentwide affirmative employment and special emphasis programs, such as the Hispanic Employment Program, the Federal

Women's Program, the Historically Black Colleges and Universities Program, and the Individuals with Disabilities Program.

c. *The Office of Treasury Integrated Management Information Systems* manages, operates and maintains the payroll/personnel system for bureaus; develops, conducts and maintains a full curriculum of technical training for bureau payroll/personnel staff; provides continuing user support, including user assistance in problem resolution and Departmentwide reporting; and ensures that the system meets the technical requirements of the Treasury community through the identification and development of system requirements and the negotiation of system modifications.

d. *The Treasury Executive Institute* operates under the sponsorship of the Treasury Career Advisory Panel (TCAP), which assists the Assistant Secretary by advising on and recommending developmental, educational and recognition programs to enhance the performance and competency of members of the SES. The TCAP is comprised of the highest ranking career SES member in each Treasury bureau and Departmental Offices.

e. *The Office of Real and Personal Property Management* provides policy and technical guidance for space management, real and personal property, fleet management, energy and water conservation, environmental quality and pollution abatement, historic preservation, metrication, recycling, workers compensation, occupational safety and health, precious metals recovery and audiovisual management programs; and reviews and evaluates bureau operations within these program areas.

f. *The Office of Procurement* provides leadership and policy guidance for Departmentwide procurement programs and systems; evaluates bureau procurement operations; directs the use of streamlined, cost effective means of procurement, including the purchase card; implements the Federal Acquisition Streamlining Act of 1994; oversees the activities of the Departmental Advocate for Competition; administers a Departmentwide career management program; and implements an effective, Departmentwide contract administration program.

g. *The Office of Small and Disadvantaged Business Utilization* implements the statutory mandate that agencies award a fair proportion of their acquisitions to small business concerns; promotes the participation of small businesses, small disadvantaged businesses, minority business concerns,

and women-owned small businesses in prime and subcontract opportunities; promotes increased contracting with non-profit agencies for advancement of people who are blind or severely disabled; and assists bureaus to implement their small and minority business programs.

h. *The Office of Strategic Planning* coordinates the Department's strategic planning process to forecast and prepare for future problems and opportunities; guides bureaus in developing long-range plans; establishes Departmental priorities and strategic objectives; analyzes current goals, objectives and activities in terms of the future; develops basic objectives about missions, assumptions, long-range goals, strategies and the general range of required resources; conducts studies of issues with long-term or strategic impact on Treasury operations; and maintains the Departmental planning process.

i. *Office of Organizational Improvement* develops customer service and management improvement plans; provides guidance and direction in the development of performance indicators; conducts program evaluations to improve Departmentwide operations and the allocation of resources by the Departmentwide budget process; promotes quality management and continuous process improvement efforts within the bureaus; reviews bureau reorganization proposals submitted to the Assistant Secretary for approval; supports the Assistant Secretary on matters relating to legislation; coordinates the Department's streamlining initiatives and provides staff support for studies conducted for the President's Council on Management Improvement; prepares and publishes Treasury Orders, Directives, and Handbooks.

j. *The Office of Treasury Reinvention* serves as a consultant group to the Department to assist in achieving reinvention goals and provides focus and guidance on reinvention goals to bureaus and Departmental Offices process owners; encourages bureau and Departmental process owners to formulate and implement long-term strategies for achieving results in accordance with those envisioned in the National Performance Review report; and assists senior officials in finding ways to improve work processes.

k. *The Office of Budget* analyzes bureau resource requests and completes financial analyses related to resource allocations; makes recommendations to policy officials concerning budget priorities and strategy; maintains the Treasury Budget Manual in coordination with the Office of

Financial and Budget Execution; and represents the Department on budget matters in contacts with OMB, congressional committees and other Government agencies.

7. *The Deputy Assistant Secretary (Information Systems)* serves as the Department's Senior Official for Information Resources Management and has Departmentwide responsibility for policy, oversight, and improvement of information systems, including hardware and software, communications systems, and privacy and security issues relating to information systems. The Deputy Assistant Secretary (Information Systems) provides policy and program management for the development of the Treasury Information Infrastructure (applications, services, technology), promoting the efficient and effective use of information technology and resources to enhance mission and employee performance. The Deputy Assistant Secretary supervises the Office of Information Resources Management and the Office of Telecommunications Management.

a. *The Office of Information Resources Management* manages a broad range of information resources management functions specified in the Brooks Act and the Paperwork Reduction Act, except for management issues related to telecommunications; coordinates and makes recommendations for information systems planning and budgeting; develops and coordinates policy and standards; approves and coordinates acquisitions and systems management; conducts information management reviews; manages Treasury Information Infrastructure development; provides electronic Commerce/Electronic Data Interchange (EC/EDI) program management; coordinates disabled accommodation programs and systems; provides information dissemination; manages data integrity board activities; promotes business process reengineering; provides leadership to appropriate interagency, reinvention projects; administers provisions of the Computer Security Act; conducts inventories of bureau sensitive systems and reviews security plans; develops and reviews computer security awareness training guidelines; and reviews and approves public reporting requirements; and coordinates Treasury external directories, forms, reports, records, and mail management program activities.

b. *The Office of Telecommunications Management* develops and manages the Departmentwide telecommunications program for local and wide area communications systems and services;

develops policies for cost-effective utilization of telecommunications resources by bureaus; provides management and financial oversight on Executive Agent telecommunications programs implemented by Treasury bureaus; reviews and coordinates the acquisition of communications systems and services throughout the Department; establishes and oversees program offices for voice, data, video, and wireless communications, including radio frequency spectrum engineering and management, to meet Departmentwide requirements; manages participation in intergovernmental telecommunications programs; and represents the Department on telecommunications matters in contacts with OMB and other agencies.

8. *The Deputy Assistant Secretary (Administration)* has responsibility for the Departmental Offices' administrative and management operating programs which include: administrative services; automated systems; facilities; budget formulation and execution; accounting and internal controls; management advisory services; personnel, payroll, and equal employment opportunity; printing and graphics; and procurement. The Deputy Assistant Secretary (Administration) is responsible for managing the Departmentwide disclosure services program, Working Capital Fund, Gifts and Bequest Fund, printing program and reimbursable agreement operations, which cross bureau lines. The Deputy Assistant Secretary (Administration) also serves as the Departmental Offices' liaison for activities required to comply with the CFO Act. Unless another Treasury Order, Directive, or delegation specifically states otherwise with respect to a specific function, the Deputy Assistant Secretary (Administration) is the head of the Departmental Offices for all administrative and management functions. The Deputy Assistant Secretary supervises the following offices.

a. *The Administrative Operations Division* provides a range of administrative support services to the Departmental Offices to include: building access security; environmental and physical safety; parking facilities; dining room; library and information services; domestic and international travel; Secretarial delegation travel; and management coordination for special projects. The Division manages the

Departmentwide disclosure services program.

b. *The Automated Systems Division* provides automated information system services to Departmental Offices including: security; office automation; data processing; user support; applications development; and telecommunications services.

c. *Office of the Curator* provides coordination and direction for the restoration of the Treasury Building; conservation and maintenance of its historic collections; historical research on the building and collections to facilitate the development of special exhibits and other educational activities; and administers the Treasury Building tour program for the general public, as well as VIP tours for guests of the Department. The Office of the Curator falls within the immediate office of the Deputy Assistant Secretary (Administration).

d. *The Facilities Management Division* directs and coordinates the management of the Main Treasury Building, Treasury Annex, and related grounds, including space management, construction, maintenance, custodial care, personal property, mail, messenger and motor pool services, and Departmental Offices rental space.

e. *The Financial Management Division* formulates, presents, executes and manages the Departmental Offices' budget; maintains a comprehensive integrated financial management and accounting system in support of the financial resources under the jurisdiction of the Deputy Assistant Secretary (Administration); develops and directs the internal controls activities of the Departmental Offices; and supports the Deputy Assistant Secretary (Administration) in providing information to comply with the CFO Act. In addition, the Division provides financial management for the Department's Working Capital Fund and reimbursable programs which cross bureau lines.

f. *Office of Management Advisory Services* provides centralized short-term management advisory assistance to Departmental Offices and bureaus on a broad range of issues having Departmentwide or bureauwide impact, as well as cross-functional management operational support for the implementation of critical initiatives.

g. *The Personnel Resources Division* formulates and administers the operating personnel management and training programs for the Departmental Offices, including the Equal

Employment Opportunity Discrimination Complaint Program and the Multi-Year Affirmative Action Plan Program, and provides payroll liaison services for Departmental Office employees.

h. *The Printing and Graphics Division* provides Departmentwide printing, graphics and printing procurement services; develops printing and copy machine management policy; and represents the Department on oversight agencies and interagency committees.

i. *The Procurement Services Division* provides operational procurement support for the Departmental Offices and manages certain Departmentwide procurements.

9. *The Office of Security* develops and administers Departmentwide policies for personnel, physical, and systems security and for emergency preparedness. Physical security includes industrial and information security, and systems security includes the following functional areas: computer security, telecommunications security, operations security (threat/vulnerability assessments), emissions security (TEMPEST), certificate management, and electronic authentication. The DO Personnel Security Branch under the Office of Security performs the operating personnel security functions for the Departmental Offices, including initiating and adjudicating investigations and granting security clearances for access to classified information. The Office of Security also represents the Department on committees organized under the Security Policy Board and the Overseas Security Policy Board and consults and coordinates with other agencies to fulfill program responsibilities.

10. *Cancellation.* TD 27-01, "Organization and Functions—Office of the Assistant Secretary (Management)/ Chief Financial Officer," dated January 19, 1993, is superseded.

11. *Expiration.* This Directive shall expire three years from the date of issuance unless superseded or cancelled prior to that date.

12. *Office of Primary Interest.* Office of Organizational Improvement, Office of the Deputy Assistant Secretary (Departmental Finance and Management), Office of the Assistant Secretary (Management) & CFO.

**George Muñoz,**

*Assistant Secretary (Management) and CFO.*

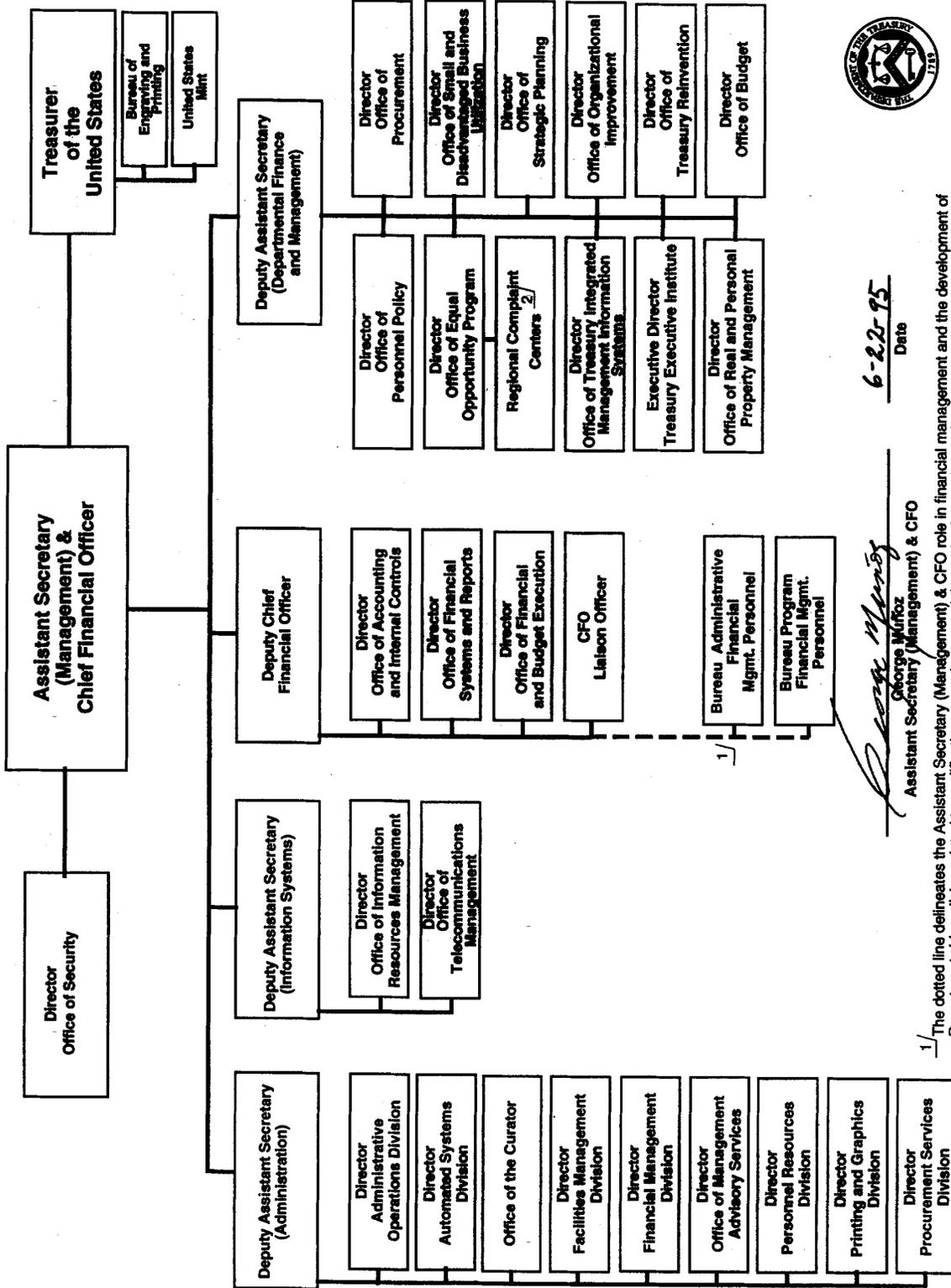
Attachment.

BILLING CODE 4810-25-P

TD 27-01  
06-22-95

Attachment

# Office of Management



Department of the Treasury  
3/27/95

6-22-95  
Date

*George Muffoz*  
George Muffoz  
Assistant Secretary (Management) & CFO

1/ The dotted line delineates the Assistant Secretary (Management) & CFO role in financial management and the development of Departmentwide policies related to qualifications, recruitment, training, selection, and retention of bureau financial management personnel.  
2/ Regional Compliant Centers are located in Washington, DC, Dallas, Chicago, and San Francisco.