VerDate Mar<15>2010 18:46 Jul 21, 2010 Jkt 220001 PO 00000 Frm 00083 Fmt 4703 Sfmt 4703 E:\FR\FM\22JYN1.SGM 22JYN1

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Administration for Children and Families

Statement of Organization, Functions, and Delegations of Authority

This notice amends Part K of the Statement of Mission, Organization, Functions, and Delegations of Authority of the Department of Health and Human Services (HHS), Administration for Children and Families (ACF), as follows: The Paperwork Reduction Act function is transferred from Chapter KP, the Office of the Deputy Assistant Secretary for Administration (ODASA), as last amended in 71 FR 59117–59123, October 6, 2006, to Chapter KM, the Office of Planning, Research and Evaluation (OPRE), as last amended in 67 FR 67198, November 4, 2002. This notice announces the transfer of the Paperwork Reduction Act functions from the Office of the Deputy Assistant Secretary for Administration to OPRE. The changes are as follows:

I. Under Chapter KP, Office of the Deputy Assistant Secretary, delete Paragraph A in its entirety and replace with the following:

A. The Immediate Office of the Deputy Assistant Secretary for Administration (ODASA) directs and coordinates all administrative activities for the Administration for Children and Families (ACF). The Deputy Assistant Secretary for Administration serves as ACF’s: Chief Financial Officer; Chief Grants Management Officer; Federal Managers’ Financial Integrity Act (FMFIA) Management Control Officer; Principal Information Resource Management Official serving as Chief Information Officer; Deputy Ethics Counselor; and Personnel Security Representative. The Deputy Assistant Secretary for Administration serves as the ACF liaison to the Office of the General Counsel, and as appropriate, initiates action in securing resolution of legal matters relating to management of the agency, and represents the Assistant Secretary on all administrative litigation matters.

The Deputy Assistant Secretary for Administration represents the Assistant Secretary for Children and Families in HHS and with other Federal agencies and task forces in defining objectives and priorities, and in coordinating activities associated with Presidential Management Agenda initiatives.

ODASA provides leadership of assigned ACF special initiatives from Departmental, Federal and non-Federal directives to improve service delivery to customers.

The Deputy Assistant Secretary for Administration provides day-to-day executive leadership and direction to the Immediate Office of the Deputy Assistant Secretary; Equal Employment Opportunity and Civil Rights Staff; Office of Information Services; Office of Financial Services; Office of Management Resources; and the Office of Grants Management. The Deputy Director for Administration assists the Deputy Assistant Secretary in carrying out the responsibilities of the Office.

The Immediate Office of the Deputy Assistant Secretary for Administration contains the Administrative Services Team, the Budget Team, and the Physical Security and Safety Team. The Administrative Services Team provides direction in meeting the human capital management needs within ODASA. The Team provides leadership, guidance, oversight and liaison functions for ODASA personnel-related issues and activities as well as other administrative functions within ODASA. The Team coordinates with the Office of the Secretary to provide ODASA staff with a full array of personnel services, including position management, performance management, employee recognition, staffing, recruitment, employee and labor relations, employee assistance, payroll liaison, staff development and training, and special hiring and placement programs. The Team develops and maintains systems to track personnel actions to keep the Deputy Assistant Secretary for Administration and ODASA Office Directors informed about the status of personnel actions, employee programs, services and benefits.

The Budget Team manages the formulation and execution of ODASA’s federal administration budget and assigned ACF program and common