

PART 2003 - ORGANIZATION

Subpart A - Functional Organization of the Rural Development Mission Area

§ 2003.1 Definitions.

EEO - the Equal Employment Opportunity Act of 1972,
42 U.S.C. § 2000e et seq.

O&M - Operations and Management.

P&P - Policy and Planning.

RBS - Rural Business-Cooperative Development Service, USDA, or any successor agency.

RHS - Rural Housing Service, USDA, or any successor agency.

RTB - Rural Telephone Bank authorized by 7 U.S.C. 944.

Rural Development - Rural Development mission area of USDA.

RUS - Rural Utilities Service, USDA, or any successor agency.

Secretary - The Secretary of USDA

USDA - the United States Department of Agriculture.

§ 2003.2 General.

The Rural Development mission area of the Department of Agriculture was established as a result of the Department of Agriculture Reorganization Act of 1994, Title II of Pub.L. 103-354. Rural Development's basic organization consists of Headquarters in Washington, D.C. and 47 State Offices. Headquarters maintain overall planning, coordination, and control of Rural Development agency programs. Administrators head RHS, RBS, and RUS under the direction of the Under Secretary for Rural Development. State Directors head the State Offices and are directly responsible to the Under Secretary for the execution of all Rural Development agency programs within the boundaries of their states.

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Administrative
Organization

RD Instruction 2003-A
§ 2003.2 (Con.)

Organization charts are made to show responsibilities and authorities. All officials must know the structure of the Rural Development mission area. Exhibit A of this subpart shows the assignment of functions for the agencies in the Rural Development mission area. Exhibit B of this subpart shows the structure of the agencies in Rural Development.

§§ 2003.3 - 2003.4 [Reserved]

§ 2003.5 - Headquarters organization.

(a) The Rural Development Headquarters is comprised of:

- (1) The Office of the Under Secretary;
- (2) Two Deputy Under Secretaries; and
- (3) Three Administrators and their staffs.

(b) The Rural Development Headquarters is located at 1400 Independence Avenue, S.W., Washington, DC 20250-0700.

§§ 2003.6 - 2005.50 [Reserved]

Attachments: Exhibits A and B

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U. S. DEPARTMENT OF AGRICULTURE (USDA)
Rural Development

Office of the Under Secretary

A. Assignment of Functions

1. Manages and administers the programs and support functions of the Rural Development mission area, which provide assistance to rural Americans, businesses, and communities in obtaining adequate and affordable housing; provide access to needed community facilities, electrification, telecommunications, clean drinking water and water disposal systems; and provide for improving economic opportunity through business and industrial development.
2. Assists the Secretary in carrying out the Secretary's responsibility for leadership and coordination of national and local Rural Development efforts.
3. Oversees the management and administration of Rural Development's programs in the designated State offices.
4. Represents the Secretary with Congress, the Office of Management and Budget (OMB), other Federal and State agencies, special interest groups, and the general public.
5. Assures that public information and activities are coordinated between Rural Development and departmental public affairs offices and that such activities reflect outreach programs and technical assistance efforts on the part of Rural Development to improve the quality of life for rural America.

B. Availability of Information

Information concerning Rural Development may be obtained from the Office of Communications, Rural Development, U.S. Department of Agriculture, Stop Code 0705, 1400 Independence Avenue SW, Washington, DC 20250-0705.

C. Regulations

Regulations governing Rural Development programs may be found in 42 U.S.C. 147 et seq., 7 U.S.C. 1932(i), and 7 U.S.C. 2008-2008d.

D. Historical Documents

For the creation of Rural Development, see Title II of Pub. L. 103-354, the Department of Agriculture Reorganization Act of 1994. For historical documents covering Rural Development agencies see Historical Documents section under each agency Office of the Administrator.

Office of the Deputy Under Secretary
Policy and Planning

The Under Secretary, Rural Development, has delegated to the Deputy Under Secretary, Policy and Planning, responsibility for formulation and development of short- and long-range rural development policies of the Department in accordance with 7 CFR § 2.45 for the Rural Housing Service, (RHS), Rural Business-Cooperative Service, (RBS), and the Rural Utilities Service, (RUS). The Deputy Under Secretary, Policy and Planning, provides guidance and supervision for research, policy analysis and development, strategic planning, partnerships and special initiatives. For budget and accounting purposes, all of the staff offices under the Deputy Under Secretary, Policy and Planning are housed in RBS.

Assignment of Functions

1. Works with the Under Secretary in advising and consulting with the Secretary and the Secretary's key associates, officials in OMB, Members of Congress, representatives of other Federal Departments, and high ranking officials of USDA agencies in the formulation and development of short- and long-range rural economic and community development policies of the Department.
2. Fully participates with the Under Secretary in program planning and coordination of rural economic and community development programs and activities. Advises the Under Secretary of special program and related policies having a bearing upon the planning, development, and administration of the Department's rural economic and community development programs; and performs complex assignments and analyses which may lead to major shifts in program direction.
3. Recommendations direction and advises the Under Secretary on actions necessary to foster integration of USDA rural economic and community development efforts with related activities of other public and private institutions.
4. Presents and correlates policy and program recommendations emanating from the three agencies (RHS, RBS, and RUS), under their direction. Develops recommendations and directs studies and analyses designed to assist in achieving short- and long-range goals.

32 16 Office of the Deputy Administrator for Policy and Planning
(Housed in RBS)

Assignment of Functions

Although housed in the Rural Business-Cooperative Service agency for budget and accounting purposes, the Deputy Administrator for Policy and Planning reports directly to the Deputy Under Secretary for Policy and Planning, (P&P), Rural Development. This office is responsible for coordination and oversight of all functions relating to Rural Development policy and planning for the mission area. In addition, this office is responsible for direct management of the Office of Policy, Planning, and Evaluation and performs such other financial and management analyses, and legislation-related activities as the Deputy Under Secretary may prescribe from time to time.

The Chief Budget Officer, assigned to this staff, serves as top policy advisor to the Deputy Under Secretary for P&P, on all matters relating to Rural Development budget policy and on plans and policies necessary for the efficient and orderly conduct of budget-related activities. Maintains liaison and a working relationship with OMB, Department of the Treasury, and other appropriate Federal agencies and entities in the private sector that impact on assigned program areas.

32 16 01 Budget Analysis and Planning Division

Assesses potential impacts of alternative policies on the mission area's programs and operations and develops recommendations for change. The unit is headed by the Chief Budget Officer, who individually serves as the top policy official to the Under Secretary and Deputy Under Secretary on all matters relating to mission area budget policy.

Assignment of Functions

1. Provides information, guidance, and support to RBS, RHS and RUS in formulating policies related to rural community and economic development and in identifying policy alternatives for dealing with issues. Reviews and monitors proposed policies and strategies to ensure that they are consistent with the Department's and the Under Secretary's mission and goals.
2. Works closely with departmental budget officials to provide independent review and analysis of program operations while ensuring conformance to USDA and Rural Development policies. These studies are designed to provide guidance for budget formulation, recommend policy changes to meet Rural Development goals and objectives, and recommend changes in budgetary levels based on program performance and analysis of alternatives.
3. Develops, coordinates, and manages Rural Development's policy on credit, debt, and cash management issues and initiatives; reviewing policy and operational options; and assisting with implementation. Serves as the conduit between Rural Development and OMB or Treasury for negotiations over policy development, implementation, and monitoring. Assesses impact of credit and debt management initiatives on agencies.
4. Coordinates development of performance measures for the Rural Development budget. Advises program managers on and assists in setting program goals for individual programs and States.
5. Maintains liaison and a working relationship with Office of Budget and Program Analysis (OBPA), Office of Congressional Relations (OCR), Office of the General Counsel (OGC), and other Departmental units involved in Congressional relations and public information.

32 16 01 Research, Analysis and Information Division

Analyzes information on rural conditions and the strategies and techniques for promoting rural development. The division performs, or arranges to have conducted, short-term and major research studies needed to formulate policy.

Assignment of Functions

1. Participates in or conducts short- and long-term studies and analyses of program- or budget-related issues at the request of program managers. These efforts are designed to resolve program issues and may include serving on special task forces and study groups and assisting special project teams in coming up with potential methods for measuring effectiveness and cost impacts of proposed program changes. Performs ad hoc financial and program information retrieval and analysis, to support program operations, policy development, and analysis.
2. Provides assistance to program evaluators in RBS, RHS, and RUS and other Rural Development staff in structuring, conducting, monitoring, and presenting program evaluations. Monitors evaluations for quality and independence of judgment.
3. Performs the Rural Development management analysis function. Initiates and performs all types of management and productivity improvements, and efficiency and effectiveness studies and analyses.
4. Identifies programs that should be evaluated. Field tests new program evaluation methodologies to assure that programs can be successfully evaluated.
5. Assesses policy, organizational and institutional context, and constraints affecting decisions; and assesses potential impacts of alternative policies on program and Rural Development operations.
6. Monitors studies and reports needed for Congress.

32 16 01 Reinvention and Capacity Building Division

Coordinates the mission area's strategic planning initiatives, both at the National level and in the State Offices. The division assists the Rural Development agencies in their implementation of the Government Performance and Results Act (GPRA) and special initiatives of the Administration, USDA, and the Office of the Under Secretary, Rural Development.

Assignment of Functions

1. Coordinates all Government Performance and Results Act activities for Rural Development.
2. Coordinates the development and implementation of the Rural Development's strategic plan. In cooperation with program management, develops general statements of plans, goals, and objectives for strategic planning that are result-oriented and suitable to the selection of appropriate criteria for monitoring performance and effectiveness. Coordinates agency action plans. Reports annually on actual performance compared to goals.
3. Advises program managers on appropriate content of State Rural Development and mission area strategic plans, how to structure reviews and how to measure feedback to rate progress in individual programs and States. Organizes and participates in planning sessions. Consolidates and analyzes information obtained in the sessions. Assists participants in establishing long-range goals, objectives, milestones, and measures to be used to monitor progress in implementing the objectives.
4. Represents all agencies in Rural Development on the USDA Customer Service Working Group. Coordinates agency development of customer service plans. Organizes and plans executive training for customer service planning. Participates in preparing a 5-year plan for improving customer service in the agencies. Assists in developing training proposals to train States on customer service. Periodically reviews progress reports from States on their customer service activities. Provides technical assistance to States in such activities as surveying, focus groups, benchmarking, etc.

32 16 01 Rural Initiatives and Partnership Division

Manages the mission area's involvement and coordination with other Federal and state departments and agencies to assess rural issues and develop model partnerships and initiatives to achieve shared rural development goals.

Assignment of Functions

1. Manages the coordination with other Federal and State departments and agencies to assess rural issues and to develop joint initiatives to achieve Rural Development goals. This includes managing such bodies as the National Rural Development Council, including support and oversight of the State Rural Development Councils.
2. Coordinates policy implementation within Rural Development and with other USDA agencies. Develops initiatives to the point where they reach operational status and then assists in their transition into fully operational programs. After this development process, these newly operational programs are assigned by Rural Development management to the appropriate Rural Development unit.
3. Maintains liaison with other USDA agencies and Federal Departments in program planning related to rural community and economic development. Maintains an active liaison with other USDA agencies and Federal Departments regarding program planning, program evaluation, and management analysis. Coordinates special White House, congressional, administration, and other initiatives within Rural Development and with other USDA components.

Office of the Deputy Under Secretary
for Operations and Management

The Deputy Under Secretary, for Operations and Management, Rural Development, fully participates with the Under Secretary in the leadership and direction in planning, developing, and administering overall administrative management program policies and operational activities of RHS, RBS, and RUS.

Assignment of Functions

1. Fully participates with the Under Secretary in the planning, formulation, and direction of Rural Development administrative management policies and operations and oversees the integration of multi-administrative management program polices and requirements with multi-program policies and requirements.
2. Establishes and maintains effective working relationships with management officials within the Department, other Federal agencies and representatives of the private sector.
3. Participates fully with the Under Secretary in the coordination and integration of objectives and plans of the three agencies in the interest of balanced administrative operations, competent personnel practices, and analyses of funding levels for staffing and program expenses.
4. On behalf of the Under Secretary, and in consultation with the Rural Development Agency Administrators and department management officials, provides leadership and guidance in the development and implementation of Rural Development administrative management program polices, plans, and objectives to assure that comprehensive and sound administrative and operational management is provided. Oversees efforts designed to utilize shared resources among Rural Development and USDA agencies and other Federal resources.

07 50 State Offices
(Housed in RHS)

Assignment of Functions

State Directors report directly to the Under Secretary, Rural Development, and are responsible to the three Rural Development agency Administrators for carrying out Rural Development program operations at the State level, ensuring adherence to program plans approved for the State by the Under Secretary, and rendering staff advisory and manpower support to Area and Local offices. The Rural Development State Directors, for budget and accounting purposes, are housed in RHS. Has full responsibility for making Single Family loans and grants. The State Office also makes and services loans and grants for Multi-Family Housing, Community Facility, Water and Waste Disposal, Business and Cooperative, and administers the Empowerment Zones and Enterprise Communities (EZ/EC) program.

The heads of major program functions within each State Office who provide oversight and leadership on major programs and supervise subordinate staff (e.g., Chief, Rural Housing; Chief, Community and Business Programs) will be titled (appropriate program, Program Director).

The organizational and field structure of offices below the State office will operate under either a three tier program delivery or one of the two tier organizational structures defined below:

07-50-99-0111 Area Offices
(three tier)

The organizational level directly below the State level is the Area Office. The position title for employees supervising this level will be titled Rural Development Manager.

07-50-99-0111-05 Local Offices
(three tier)

The organizational level two levels below the State level will be named Local Offices. The position title for employees supervising this level will be titled Community Development Manager.

07-50-99-0111 Area Offices
(two tier)

The organizational level below the State level will be named Area Offices when it involves delivery of substantially all Rural Development programs. The position title for employees supervising this level will be titled Rural Development Manager.

07-50-99-0111-01 Local Offices
(two tier)

The organizational level below the State level will be named Local Office when it does not involve delivery of all Rural Development programs. The position title for employees supervising this level will be titled Community Development Manager.

07 15 Office of the Deputy Administrator for
Operations and Management
(Housed in RHS)

Assignment of Functions

1. Is responsible to the Deputy Under Secretary for Operations and Management for directing and coordinating the administrative and financial management functions of Rural Development. For budget and accounting purposes, all of the staff under the Deputy Administrator for O&M are housed in RHS.
2. Provides guidance and supervision to the managers of the Civil Rights Staff, Controller, Administrative Services, Information Resource Management (IRM), Human Resources, and Communications organizations.
3. Provides advice and assistance to the Administrators of RHS, RBS, and RUS on overall administrative and financial management issues of concern to their agencies.
4. Represents and speaks for the Rural Development mission area in a liaison capacity with Department-level officials on consolidated administrative and financial management issues, functions, and responsibilities.

07 15 01 Civil Rights Staff
(Housed in RHS)

Assignment of Functions

1. Is responsible to the Deputy Under Secretary for Operations and Management, for providing leadership and administration of the Civil Rights Program for RBS, RHS, and RUS.
2. Provides program direction for the administration, development, and implementation of civil rights policies and procedures.
3. Provides advice and assistance to the Deputy Under Secretary and provides liaison services and support of program requirements and objectives. Manages and supervises the Civil Rights office.
4. Conducts on-site reviews of borrowers and beneficiaries of Federal financial assistance to ensure compliance with Titles VI and VII of the Civil Rights Act of 1964, as amended, and Title VIII of the Civil Rights Act of 1968, as amended, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, and prepares compliance reports.
5. Develops, monitors, and evaluates Affirmative Employment Programs for minorities, women, and persons with disabilities.
6. Coordinates and conducts community outreach activities at historically black colleges and universities; historically agricultural colleges, universities, and institutions; elementary and secondary schools; and minority and women's organizations.
7. Responsible for oversight and administration of special emphasis programs, such as the Federal Women's Program, the Hispanic Emphasis Program, the Disability Compliance Program, the Black Emphasis Program and other programs as supported by the Department.
8. Responsible for reporting program and employment issues and responding to special informational requests.
9. Conducts and evaluates Title VII compliance visits to insure that (EEO) programs are being adequately implemented.

10. Conducts, monitors, and schedules training in employment discrimination.
11. Processes and resolves formal EEO complaints of employment discrimination.

07 15 02 Office of the Controller
(Housed in RHS)

Assignment of Functions

1. Is responsible to the Deputy Administrator for Operations and Management, and serves as Controller and Chief Financial Officer in executing requirements related to compliance with the Chief Financial Officers Act of 1990 and provides leadership, coordination, and oversight of all financial management matters and financial execution of the budget for the Rural Development agencies (RHS, RBS, and RUS).
2. In consultation with policy officials, oversees the formulation of budget estimates for the entire Rural Development mission area in accordance with Departmental guidance and with OMB Circular A-11, "Preparation and Submission of Budget Estimates."
3. Oversees the design, development, implementation, and operation of budget execution control systems in accordance with OMB Circular A-34, "Instructions on Budget Execution."
4. Oversees the development and implementation of internal and management controls in accordance with OMB Circular A-123, "Internal Control Systems," and with the Federal Managers' Financial Integrity Act.
5. Responsible for the design, development, implementation, and operation of integrated budgetary and financial accounting systems which comply with policy guidelines and provide timely and accurate information, including performance measurement.
6. Provides oversight to ensure financial systems comply with all financial policies of central guidance agencies, accounting principles and standards, reporting requirements, and corrective action taken on known weaknesses.
7. Ensures financial systems provide adequate internal controls and reliable, timely, and consistent financial information, minimizing Rural Development's vulnerability to fraud, waste, and abuse.
8. Formulates, recommends, and implements Rural Development accounting policies.
9. Provides timely and relevant financial management advice and counsel to policy officials.

10. Coordinates production of the 5-year financial management plan and annual status report required by the Chief Financial Officers Act.
11. Provides program managers and administrative staff financial information and performance measures on the use of resources for comparison of budgeted activity with actual results.
12. Implements professional development and training programs for financial management and budget personnel.
13. Establishes incentive measures for financial resources to solve problems providing quality delivery of services that meet customer needs.
14. Oversees the analysis of legislation and regulations for impact on financial management systems.

07 15 02 0001 Budget Division

Assignment of Functions

1. In coordination with the Chief Budget Officer, is responsible for planning, developing, formulating and presenting the overall program budgets for the Rural Development agencies. Analyzes revolving fund budget performance and prepares the overall budget submission.
2. Plans, develops, formulates and presents the overall administrative budgets for the Rural Development agencies and Under Secretary's support staffs.
3. Establishes and maintains budgetary execution control over program account funds. Coordinates and controls apportionments and allotments to assure compliance with applicable laws, regulations and procedures, Congressional intent, and management policy.
4. Establishes and maintains budgetary execution control over administrative funds. Coordinates and controls apportionments, allotments, and allocations to assure efficient delivery of services consistent with applicable laws, regulations and procedures, Congressional intent, and management policy.
5. Prepares recommendations on budget levels, strategy, allocations, reprogramming, and policy changes to meet goals and objectives. Provides budgetary management support of Rural Development headquarters and field offices. Recommends administrative operating plans and tracks administrative budget performance at all levels.
6. Establishes and maintains budget reporting systems to provide current and historical information on program and administrative budgets.
7. Develops and prepares policies and procedures related to cash forecasting, asset sales, Treasury borrowing, program interest rates, outlay planning and analysis and overall portfolio management. Provides analysis and management of market and Treasury interest rates and projections.
8. Provides technical support to automated budget systems design and maintenance.
9. Provides coordination and assistance to Rural Development agencies through the agency's budget liaison.

07 15 02 0002 Financial Management Division

Assignment of Functions

1. Is responsible to the Controller for coordinating with the Office of Inspector General (OIG) and the General Accounting Office (GAO) concerning audits being planned, conducted, reviewed, or resolved. Coordinates responses on behalf of the Under Secretary to resolve program and financial audits. Provides follow-up reviews to ensure satisfactory implementation of audit resolutions.
2. Provides oversight of the internal control activities of all organizations within the Rural Development mission area, monitors to assess compliance and evaluates the adequacy of internal control systems, processes, and procedures.
3. Provides analytical tools and support systems to assist all organizations within the Rural Development mission area in allocating and managing administrative resources.
4. Coordinates reporting of performance measures for the audited financial statements.
5. Provides oversight for the Rural Development mission area on the A-76 program and its application to contracting activities.
6. Identifies financial-related changes resulting from cash, credit, and debt management policies and activities and coordinates with appropriate Rural Development organizations to assess the impact and initiate needed system changes.
7. Coordinates with accounting staff regarding operational and vulnerability reviews of the accounting system, assists with related evaluation in field offices, and prepares reports and analyses associated with the Federal Managers Financial Integrity Act.
8. Prepares ad-hoc financial reports and studies, as required.
9. Maintains liaison and a working relationship with the RBS Deputy Administrator for Policy and Planning, OMB, the Treasury, the USDA Chief Financial Officer, Rural Development organizations, and others to carry out assigned responsibilities.

07 15 02 0003 Office of the Assistant Controller
(St. Louis, Missouri)

Assignment of Functions

1. Is responsible to the Controller and for directing and supervising subordinate organizational activities consisting of the Mission Support Division, the Program Management Division (PMD), the Fiscal and Accounting Division, the Electric and Telephone Financial Operations Division, and the Policy and Internal Review Division.
2. Responsible for the design, development, implementation, and operation of financial management systems and the financial portions of mixed systems in compliance with established policy guidance, e.g., Department, OMB, Treasury, etc.
3. Performs compliance reviews of financial management systems including the implementation and monitoring of corrective actions and produces required reports in accordance with OMB Circular A-127, "Financial Management Systems."
4. Maintains financial accounting data in compliance with the governmentwide standard general ledger, producing required Treasury, OMB, and other reports, including the completion of audited financial statements and liaison with audit agencies for the audited financial statements.
5. Participates in Rural Development IRM review and planning activities to ensure adequate consideration is given to financial management requirements.
6. Develops, implements, and maintains accounting policies and standards in accordance with generally accepted accounting practices and other authorities.
7. Develops, implements, and maintains an effective customer service program for all entities serviced by the Assistant Controller, St. Louis office.
8. Maintains liaison and working relationship with OMB, the Treasury, GAO, Rural Development organizations, and others to carry out assigned responsibilities.
9. Develops, implements, and maintains an effective financial management professional development program.

07 15 02 0003 01 Mission Support Division

Assignment of Functions

1. Is responsible to the Assistant Controller, St. Louis, for providing data conversion support.
2. Interfaces with the National Finance Center (NFC), lockbox banks, and other contractors to receive, send, and process data.
3. Operates three shifts and coordinates processing activities with the National Computer Center (NCC) in Kansas City to schedule all daily, weekly, monthly, and annual (including fiscal and calendar year-end updates and registers for the:
 - a. Automated Discrepancy Processing System,
 - b. Program Loan Accounting System,
 - c. Automated Multi-Housing Accounting System, and
 - d. Single Family Housing Dedicated Loan Origination and Servicing System.
 - e. All miscellaneous loan and grant making and servicing reports.
4. Provides terminal support for the National Office, field offices, and the Assistant Controller, St. Louis.
5. Provides audit trail for OIG and GAO regarding processing activities.
6. Participates in the testing and implementation of loan and grant financial accounting systems.
7. Develops and maintains production calendars for miscellaneous reporting based on time and date requirements (i.e. Deposit Funds, Internal Revenue Service (IRS) offset, credit reports).
8. Controls shipments of magnetic tapes (i.e. commercial and consumer credit bureaus, Farm Service Agency (FSA), NFC, forms contractor).
9. Coordinates with users, programmers, and contractors in the setup and distribution of microfiche.
10. Researches and identifies software problems and initiates appropriate paperwork to correct the problems.

11. Provides support and assistance to field, State, and National offices for various program activities, i.e. Management Resource System (MRS), Resource Management System (RMS), Executive Information System (EIS), CA\$H-LINK.
12. Maintains various database backups in case of a restore.
13. Performs work measurement functions and visual information support services for the Assistant Controller, St. Louis.
14. Drafts, coordinates, and monitors contracts and interfaces with the Government Printing Office (GPO) for the Assistant Controller, St. Louis.
15. Conducts quality reviews of contractor performance for computer support-related contracts.
16. Develops multi-function workstation (MFWS) computer applications for the Assistant Controller, St. Louis.
17. Assists Assistant Controller, St. Louis, users in resolving problems with MFWS hardware, software, and telecommunications.
18. Coordinates and monitors contracts to provide services related to computer operations.

07 15 02 0003 02 Program Management Division

Assignment of Functions

1. Is responsible to the Assistant Controller for performing major direct loan operational support, guidance, and training, i.e. ad-hoc studies and reports, Request for Automation (RFA), etc.
2. Performs direct loan operational guidance and training.
3. Provides technical advice to the Department, Rural Development, auditors, private contractors, and automation officials on matters relating to the PMD.
4. Evaluates new or revised regulatory and program guidance identifying impact on rural housing and association loan and grant programs, financial, and management information systems.
5. Coordinates resolution and advises the Policy and Internal Review Division when involved with OIG and Rural Development State Office investigations of fraud cases.
6. Participates in the design, development, testing, and implementation of Rural Development loan and grant programs, financial, and management systems.
7. Performs major direct rural housing, association, and multi-family housing loan making and servicing initial entry; discrepancy correction, and miscellaneous account servicing functions to include:
 - Obligations (current and prior year), Disbursements, and Related Cancellations including Emergency Checks
 - Loan Closings, Assumption Agreements
 - Consolidations, Reamortizations
 - Compromise and Adjustment Offers
 - Debt Restructure
 - Judgments, Defalcations, Bankruptcies, Refunds
 - Interest Forgiveness on Moratoriums
 - Corrected Promissory Notes
 - Changes in Application of Payments
 - Payments on Foreclosure Action Pending Accounts
 - Payments from the Department of Justice
 - Subsidy Recapture Payments
 - Maintenance of Subsidy Receivable Accounts
 - Rental Assistance

- Inventory Property Acquisitions and Leases
- Credit Sales, Cash Sales, and Subdivisions of Property
- Resolves Problem Cases
- Researches Unapplied/Misapplied Payments
- Prepares Audit and Delinquency Statements

8. Performs guaranteed rural housing, and association loan making and servicing initial entry, discrepancy, correction, etc., functions to include:

- Obligations (current and prior year), Disbursements, Related
- Cancellations including Emergency Checks
- Loan Closings
- Loan Status Updates and Report
- Notice of Substitution of Lender
- Purchase Guaranteed Portion from Holder
- Notification of Transfer and Assumption
- Borrower Default Status
- Notification of Liquidation Responsibility
- Report of Loss Due to Liquidation, Bankruptcy, Writedowns, Interest Loss, Recoveries, Reamortization, or Debt Restructure

9. Reviews and provides explanations on the status of repurchases, bankruptcies, etc.

10. Reviews borrower servicing reports related to: discrepancies, unclosed loans, unprocessed closing fees, loans in the application stage, loans with advance amounts exceeding loan amount, loans with invalid interest rates, explanation of problem case, etc.

11. Coordinates the scheduling, review, and distribution of program management reports and outputs, i.e., borrower-related status and delinquency reports, OCR coupons, annual statements of loan account (AMAS Form RD 3560-54, "Multiple Family Housing Annual Statement of Loan Account as of _____," and PLAS Form RD 1951-9, "Annual Statement of Loan Account"), mortgage interest statement, statement for recipients of interest income, statement of cancellation of debt, statement for acquisition or abandonment of secured property, statement of certain government payment, statement of miscellaneous income, etc. (Revised 02-24-05, SPECIAL PN.)

12. Provides resolution to inquires relative to program management reports and outputs.

13. Prepares the calendar year-end plan and coordinates all year-end activities to ensure calendar year-end activities are executed on schedule.
14. Prepares special reports and compiles information in response to Freedom of Information requests.
15. Coordinates and certifies annual reporting requirements for Rural Development and other USDA agencies participating in the IRS offset program.
16. Responds to correspondence and inquiries related to IRS reporting.
17. Analyzes and verifies consumer and commercial credit bureau reporting. Responds to inquiries and disputes relating to credit bureau reporting.
18. Conducts compliance and quality reviews of contractor performance for those contracts pertaining to PMD.
19. Maintains the County Information File which consists of the mail codes and addresses for Rural Development field offices.
20. Conducts quality reviews of specific system updates, i.e., maturity updates, subsidy renewals, default charges, billed interest, direct pay discrepancies, substitute coupons, etc.
21. Conducts daily production system reviews of data processed to the accounting system to ensure production programs are working properly.
22. Responds to the Credit Alert Interactive Voice Response System (CAIVRS) inquiries from private lenders and borrowers.

07 15 02 0003 03 Fiscal and Accounting Division

Assignment of Functions

1. Is responsible to the Assistant Controller providing professional representation for major department initiatives such as Federal Agencies Centralized Trial Balance System (F.A.C.T.S), General Ledger Standards for U.S. Standard General Ledger (USSGL), and Financial Information Systems Vision and Strategy (FISVIS).
2. Provides professional guidance for the implementation of U.S. Standard General Ledger based on general guidance from Federal Accounting Standards Advisory Board (FASAB). Coordinates Rural Development position with FASAB regarding proposed accounting policies and procedures.
3. Maintains allotment ledgers for the various accounting entities including Rural Development loan and grant programs for all fiscal years by type of activity.
4. Maintains manual accounting systems to control and report on allotments, obligations, and disbursements for various loan and grant programs including: designing and developing detailed borrower and funding records to control and track allotments, obligations, and disbursements; coordinate with the Budget Division and National Office personnel to define program requirements and resolve funding issues; control and track detailed allotment, obligation, and disbursement activity; produce reports, as appropriate, coordinate with various Finance Office organizations regarding the automation of previously processed nonautomated allotment, obligation, and disbursement data.
5. Maintains control of the funding of loan and grant programs by: reviewing Rural Development appropriation accounting files on a daily basis and resolving problems noted; coordinating with the Budget Division, Rural Development, and FSA to provide technical expertise regarding fund control and processing of loan and grant activity; assisting in resolving systems problems related to updating funding levels and processing of specific loan and grant activity.
6. Manages all funding levels as required or requested by Rural Development personnel.
7. Coordinates with the NFC Federal Assistance Award Data System (FAADS) reporting requirements. Provides liaison with NFC for administrative expenses and accruals, and maintains operational responsibility for Type "60" Purchase Order System.

8. Establishes obligations for all recurring contract payments and verifies that obligations are within obligation authority.
9. Handles reconciliation and certification of administrative-related disbursements.
10. Maintains liaison with the Treasury Financial Centers, and controls, certifies, and schedules Rural Development program loan and grant disbursements.
11. Completes daily balancing routine between the Master File Appropriation Balances (MALLOW), the Detail File Appropriation Balances (DALLOW), and the Allotment Summary.
12. Prepares the fiscal plan and coordinates all fiscal year-end activities to ensure activities are executed as scheduled.
13. Coordinates resolution and advises the Policy and Internal Review Division when involved with OIG, GAO, and other investigative agencies on fraud cases.
14. Prepares the fiscal plan and coordinates all fiscal year-end activities to ensure activities are executed as scheduled. Prepares the annual certification for Treasury of the year-end closing balances.
15. Provides technical advice to the Department, auditors, private contractors and automation officials on matters relating to financial accounting systems.
16. Evaluates new or revised regulatory and program guidance, identifying the impact on allotment ledger, general ledger, and financial reporting functions.
17. Identifies and maintains the standard general ledger for the various accounting entities as Rural Development's official system of record used to generate financial reporting data.
18. Participates in the design, development, testing and implementation of loan and grant financial accounting systems.
19. Responds to Freedom of Information and Privacy Act requests.

20. Prepares adjusted trial balances for electronic transmission of F.A.C.T.S to Treasury via the Government On-Line Accounting Link System (GOALS) in accordance with USSGL formats to include accompanying footnotes.
21. Prepares the Rural Development audited financial statements in accordance with requirements of the Comptroller General, the Chief Financial Officers Act, and the Government Performance Review Act.
22. Prepares and reviews all financial, Treasury, and budgetary reports required by the Department of the Treasury, USDA, OMB, and Rural Development, and acts as a liaison.
23. Prepares Reconciliation of Loan Disbursements with Loan Accounts. Prepares interagency and intra-agency transfers via On-Line Payment and Collection System.
24. Confirms Rural Development disbursements and deposits for major cash receipt and disbursement systems.
25. Maintains liaison with NFC regarding the USDA Department-wide Financial Information System to include defining and maintaining required control tables and interfaces.
26. Provides professional expertise in accounting theory and applications, detailed general ledger account verification and financial reporting requirements. Defines general ledger accounting entries for changes to the various accounting systems to ensure the necessary detailed data is available to satisfy all financial accounting and reporting data requirements.
27. Designs and develops financial reports to support customer needs and requirements.
28. Prepares analysis of accounting data or financial reports in support of program managers' responsibilities for delivery of program services and meeting Government Performance Results Act (GPRA) requirements.
29. Maintains internal controls for balancing and reconciling loan activity for the Program Loan Accounting System, the Automated Multi-Housing Accounting System, the Guaranteed Loan System, and the various manual accounting systems. Balances and reconciles the budget clearing account (Deposit Fund) for all program loan types. (Renumbered 10-28-03, SPECIAL PN.)

30. Performs various daily balancing activities to ensure input or output registers, journals, and on-line history are in agreement with the detail borrower accounts on the data bases. (Renumbered 10-28-03, SPECIAL PN.)

31. Performs various calendar year-end balancing functions to ensure off-line history is in agreement with annual statements to borrowers and various data reported to the IRS. (Renumbered 10-28-03, SPECIAL PN.)

32. Coordinates, monitors, and supports all technical operational interfaces between the Rural Development organizations, contractors, Treasury, OMB, etc., for cash management systems. (Renumbered 10-28-03, SPECIAL PN.)

33. Reviews and evaluates the overall effectiveness of all program and administrative collections and disbursements to ensure effective cash management of Government funds. (Renumbered 10-28-03, SPECIAL PN.)

34. Reviews and evaluates the retail lockbox and wholesale lockbox contractor performance. Reconciles payments received from the retail lockbox, wholesale lockbox, and other service contractors. Controls and monitors the flow of receipts from local depository accounts, lockbox banks and other contractors to ensure timely use of funds, and information needed to account for the source of receipts. (Renumbered 10-28-03, SPECIAL PN.)

35. Responsible for managing banking relationships - compensation, new systems development, memorandum of understanding, etc. (Renumbered 10-28-03, SPECIAL PN.)

36. Analyzes cash flow and coordinates cash replenishment in support of the Rural Development's cash management requirements. (Renumbered 10-28-03, SPECIAL PN.)

37. Provides support and assistance to the Rural Development field offices, Area Offices, State Offices, etc., for various payment processing methods (i.e., AMAS-Online, Retail Lockbox (RLB), Wholesale Lockbox (WLB), etc). (Revised and Renumbered 10-28-03, SPECIAL PN.)

07 15 02 0003 04 Electric and Telephone Financial
Operations Division

Assignment of Functions

1. Is responsible to the Assistant Controller for processing the full range of borrower accounting for the rural telephone and electric loan and grant portfolio, which includes discrepancy processing, resolving problem cases, preparing audit statements, processing assumption agreements, consolidations, reamortizations, refunds, corrected notes, changes in application of payments, and loan closings on association-type loans.
2. Researches unapplied and misapplied payments.
3. Reviews and evaluates the overall effectiveness of all program and administrative collections and disbursements to ensure effective cash management of Government funds.
4. Provides technical representation for all cash management contracts and cash management initiatives.
5. Coordinates with OMB regarding cash, credit, and debt collection activities.
6. Analyzes cash, credit, and debt collection activities and coordinates improvements.
7. Implements the Chief Financial Officers Act.
8. Prepares Agency consolidated financial statements for audit in accordance with the Comptroller General regulations; Chief Financial Officers Legislation, Title 2; GAO Policy and Procedures Manual for Guidance of Federal Agencies; generally accepted accounting principles; and OMB's Form and Content of Financial Statements. Interfaces with external audit staffs and Department representatives.
9. Maintains liaison with NFC regarding the USDA Department-wide Financial Information System.
10. Prepares and reviews all financial and budgetary reports required by Treasury, USDA, OMB, and the Controller, and acts as a liaison with these Agencies to determine and implement new legislative requirements.

11. Coordinates scheduling and distribution of all financial and management reports for the rural electrification programs.
12. Prepares ad-hoc financial and management reports and compiles information in response to freedom of information requests.
13. Processes the documents applicable to the cancellation of Treasury checks for loans, grants, and loan cost items to include researching and rescheduling lost checks.
14. Processes emergency loan, grant, and loan cost checks requiring special handling, as well as the use of the Automated Clearing House and U.S. CA\$H-LINK System.
15. Maintains liaison with the Treasury Financial Centers and controls and schedules program disbursements.
16. Establishes obligations for all recurring contract payments and verifies that obligations are within obligation authority.
17. Prepares account adjustment documents to ensure integrity of the accounting system information.
18. Identifies and maintains the standard general ledger for the various accounting entities as the official system of record used to generate financial reporting data.
19. Maintains allotment ledgers for the various accounting entities.
20. Maintains accounting systems to control and report allotments, obligations, and disbursements for loan and grant programs.
21. Performs various balancing activities to ensure input and output, registers, journals, and on-line history are in agreement with the detail borrower accounts on the data bases.
22. Prepares the fiscal and calendar year-end processing plan and coordinates all activities to ensure year-end activities are executed as scheduled.
23. Evaluates new and revised regulatory and program guidance identifying impact on loan and grant program financial and management information systems and coordinating issuance of guidance in conjunction with software implementation.

24. Identifies accounting-related changes resulting from cash, credit, and debt management activities and coordinates with appropriate program, management, and controller organization to assess impact and initiate needed system changes.
25. Develops and prepares policies and procedures related to cash forecasting, Treasury borrowing, program interest rates, outlay planning and analysis, and overall portfolio management. Provides analysis and management of market and Treasury interest rates and projections.
26. Performs special studies of financial accounting and management information systems and operations.
27. Evaluates financial accounting systems to ensure adequate internal controls and system compliance with accepted accounting principles and standards.
28. Coordinates the consolidation of internal control review findings.
29. Evaluates financial audit report details and recommendations and prepares response to the audit organization.
30. Provides technical advice to the Department, auditors, private contractors, and automation officials on matters relating to financial systems.
31. Participates in the design, development, and implementation of loan and grant financial accounting systems.

07 15 02 0003 05 Policy and Internal Review Division

Assignment of Functions

1. Is responsible to the Assistant Controller for coordinating the evaluation of new or revised regulatory and program guidance, identifying impact on loan and grant program financial management systems, and coordinating the issuance of guidance in conjunction with software implementation.
2. Participates in the design, development, testing, and implementation of loan and grant program financial and management information systems, ensuring compliance with accepted financial accounting principles and standards.
3. Coordinates clearance and issuance of Assistant Controller, St. Louis, initiated guidance related to financial accounting and management information systems and operation.
4. Performs special studies, evaluating loan and grant financial and management information systems, as required by OMB Circular A-127.
5. Develops the Assistant Controller, St. Louis, National and State Internal Review Guides, coordinates reviews, and performs follow-ups.
6. Performs the internal and management control reviews of Assistant Controller, St. Louis functions, evaluating the accounting and management information systems for compliance with accepted accounting principles and standards. Prepares annual reports on internal controls and financial accounting system compliance for the Assistant Controller, St. Louis, operations.
7. Performs periodic review and testing procedures to assure that actions taken to correct audit and management control review deficiencies have been implemented, are operating efficiently, and adequately address the weaknesses identified.
8. Interfaces with OIG on Rural Development's state office fraud cases to incorporate the information into the Agency's internal controls report.
9. Performs reviews of Rural Development's Statement of Accounting Principles and Standards, amending as required to ensure compliance with acceptable governmental and public accounting theories, principles, procedures, and practices.

10. Formulates, consolidates, and reports on management plans and office accomplishments.
11. Reviews new quality initiatives and advises management on the feasibility of incorporating those initiatives into the organizations.
12. Interfaces with the National Offices in the consolidation of internal control review findings.
13. Evaluates audit report details and recommendations, coordinates and prepares Assistant Controller, St. Louis, response to the audit organization.
14. Provides technical advice to the Department, Rural Development, auditors, private contractors, and automation officials on matters relating to accounting systems as it pertains to accounting principles and standards.
15. Conducts management studies to identify and resolve major operational and organizational problems.
16. Edits and coordinates the printing and distribution of informational publications sent to the field and St. Louis Rural Development employees.
17. Reviews new quality initiatives and advise management of the feasibility of incorporating those initiatives into their organizations.
18. Coordinates Assistant Controller, St. Louis, financial management goals, objectives, and accomplishments in accordance with the Government Performance and Results Act.

07 15 03 Assistant Administrator for Procurement
and Administrative Services
(Housed in RHS)

Assignment of Functions

1. Is responsible to the Deputy Administrator for Operations and Management, for the overseeing the Procurement Management Division, which is responsible for developing, implementing, and interpreting procurement and contracting policies for the Rural Development mission area. Is responsible for the management of the overall procurement and contracting program. Develops the skill of state contracting officers and provides oversight of program implementation. Plans outreach efforts and goals for small and disadvantaged businesses. Provides staff assistance reviews in State and Local Offices. Administers the Contracting Officer Professionalism Warrant program for Rural Development. Ensures the timely and accurate reporting of procurement activity to the Federal Procurement Data System. Coordinates the development of Rural Development's acquisition plans.
2. Provides leadership and oversight to the Property and Supply Management Division, in developing office space acquisition and utilization policies, providing training to field office leasing officers. Administers the Leasing Officer Warrant program. Assures accessibility compliance in Rural Development's work sites. Administers Rural Development's Physical Security program. Establishes and provides oversight to the worksite Energy Conservation program. Operates a nationwide supply warehousing and distribution program. Oversees a nationwide Personal Property Management and Utilization Program. Manages the USDA Excess Personal Property Program for field level activities. Provides direct support services to all Rural Development's St. Louis facilities.
3. The Support Services Division is responsible for designing, developing, administering, and controlling Rural Development's directives management and issuance system. Coordinates Rural Development's Regulatory Agenda and Regulatory Program submissions to USDA and OMB. Serves as Federal Register liaison. Analyzes and coordinates regulatory work plans for the Under Secretary. Assures the timely and accurate justification and submission of Paperwork Reduction Act public burden clearances to OMB. Administers all printing programs.

4. Oversees the Headquarters Support Services Staff, which is responsible for providing a full range of administrative support services to Rural Development's Headquarters staff. Acquires, assigns, and maintains office and storage space, and non-Automated Data Processing (ADP) property. Operates central records, supply, and messenger services. Provides travel support to the headquarters staff. Develops and oversees Rural Development's travel relocation service and vehicle assignment programs nationwide. Provides teleconferencing, electronic mail, and publications storage and distribution services. Manages Freedom of Information Act (FOIA) and Privacy Act and Tort Claims programs. Manages Rural Development's administrative and program records system.

07 15 03 0001 Procurement Management Division

Assignment of Functions

1. Is responsible to the Assistant Administrator, Procurement and Administrative Services, for awarding and administering small purchases and formal contracts in support of Rural Development's requirements.
2. Assists customers with developing Statements of Work, specifications, and contract evaluation criteria.
3. Develops successful Rural Development procurement strategies, identifies contract sources, and ensures effective procurement planning through the Advance Acquisition Planning System.
4. Reports to the Congress and Executive Branch on procurement functions as required by law or Executive Order.
5. Develops, implements, and interprets procurement policy for Rural Development.
6. Conducts procurement oversight reviews in State, Area, and Local Offices, to ensure legal and regulatory compliance.
7. Provides staff assistance to field Contracting Officers, advising on procurement procedures and methods to improve mission support.
8. Provides liaison between field and National Office contracting staff.
9. Administers Contracting Officer Professionalism Warrant program.
10. Develops and administers automated procurement systems used throughout Rural Development.
11. Represents Rural Development interests to Departmental and Federal Executive organizations responsible for procurement activities.
12. Advises executive level program and administrative officials on issues affecting procurement support to Rural Development.

07 5 03 0002 Property and Supply Management Division
(St. Louis, Missouri)

Assignment of Functions

1. Is responsible to the Assistant Administrator, Procurement and Administrative Services, for overseeing the nationwide acquisition and utilization of office space and personal property.
2. Establishes office space utilization standards.
3. Evaluates property and space management requirements and recommends policy, plans, and procedures. Provides training to Real Property Leasing Officers (RPLO) and maintains leasing warrants for agency RPLO's.
4. Develops and controls the USDA Excess Personal Property Program for field level activities.
5. Oversees a nationwide Physical Security program.
6. Operates a supply distribution program, including a central warehouse which ships forms and supplies to offices nationwide.
7. Provides direct support services to St. Louis facilities, including procurement, safety, centralized mail and records services, and space and personal property management.
8. Oversees Rural Development's Government purchase card and third party draft programs, including training, review and control, and problem resolution.
9. Responsible for the maintenance and distribution of Rural Development procedures to field offices nationwide.
10. Operates a central mail distribution facility for distribution of mail to all field locations.
11. Administers the energy conservation program, radon testing, and compliance with Americans with Disabilities Act for Rural Development facilities.
12. Serves as liaison with USDA and General Services Administration (GSA) on space, security, and property issues.

07 15 03 0004 Support Services Division

Assignment of Functions

1. Is responsible to the Assistant Administrator, Procurement and Administrative Services, for managing Rural Development travel (including temporary duty travel and employee relocations), motor vehicle, FOIA and Privacy Act, Tort Claims, records, mail, and correspondence programs, including Rural Development policy development and oversight. Manages and controls Rural Development's regulations, directives, and other issuances.
2. Represents Rural Development during intra- and inter-Agency meetings concerning assigned areas.
3. Provides technical assistance and training to Rural Development Headquarters and field offices in the above areas.
4. Provides office space and non-ADP property management support to all Rural Development Headquarters offices.
5. Establishes and maintains a central shipping and receiving facility, provides labor services, and supply operations for Rural Development Headquarters.
6. Provides central facsimile, electronic mail, teleconference, mail preparation, and special messenger services to Rural Development Headquarters.
7. Operates a central file facility, containing over 4 million documents required on a recurring basis by program managers.
8. Provides liaison between Rural Development and OMB, USDA, the Office of the Federal Register, and GPO.
9. Analyzes and coordinates workplans for the Under Secretary's signature.
10. Manages Rural Development's forms, printing, and graphics.
11. Manages tracking and clearance systems of Rural Development regulations, directives, and workplans.
12. Provides liaison with OMB relative to Pub. L. 96-511, the Paperwork Reduction Act.

13. Reviews Rural Development issuances for compliance with the Paperwork Reduction Act. Assures proper preparation of paperwork dockets and obtains necessary clearances.
15. Analyzes all regulations, directives, unnumbered letters, Administrative Notices, and Temporary Changes.
16. Prepares and issues Procedure Notices.
17. Maintains Master Instruction manuals, Database of Instructions, and Rural Development rulemaking files.
18. Coordinates Rural Development Regulatory Agenda and Regulatory Program submissions to USDA and OMB.
19. Prepares all printing orders in accordance with request specifications and with USDA and GPO requirements.

07 15 04 Information Resources Management
(Housed in RHS)

As the Chief Information Officer, is responsible to the Deputy Administrator for Operations and Management, for developing Rural Development's IRM policies, regulations, standards and guidelines, in accordance with Federal IRM policies and procedures, including OMB Circulars and GSA regulations, Congressional mandates and other IRM related requirements.

Assignment of Functions

1. Implements automation strategies, policies, methods, and procedures to secure comprehensive, integrated, efficient, and cost effective operations in support of the Rural Development mission.
2. Ensures the application of regulations promulgated by the central guidance agencies in designing or enhancing systems.
3. Develops policies and procedures that ensure the active participation by Rural Development program staff in IRM decision processes.
4. Develops Service Level Agreements with appropriate organizations.
5. Formulates policy and strategy in accordance with the Information Strategic Plan for the Under Secretary for Rural Development.
6. Maintains liaison with officials of Rural Development's agencies, the Department, and other Federal and professional organizations on IRM matters applicable to the assigned mission.
7. Maintains operational hardware and software liaisons with the NCC.
8. Participates in the management, cooperative efforts, and administration of the Automation Review Council.

07 15 04 0002 Customer Services Division

Is responsible to the Chief Information Officer for providing a direct link between IRM and the customers it serves. Responsible for direct customer and technical support (hardware and software) on all platforms in a liaison capacity which effectively responds to the customer's questions and problems.

Assignment of Functions

1. Provides customer service in direct support of the development and maintenance of National and field office automated information systems.
2. Logs, tracks, manages, and monitors problem calls to ensure adequate and timely automated data processing problem resolution.
3. Provides technical support to all customers for the ad hoc reporting system.
4. Provides technical support for a fully equipped Information Resource Center for Rural Development customers.
5. Establishes and maintains ongoing customer and focus groups to discuss common concerns and quality issues and to identify action items for corrective action.
6. Serves as a liaison with field customers.
7. Markets customer services via newsletters, posters, brochures, videos, onsite visits, etc.

07 15 04 0003 Management Services Division

Is responsible to the Chief Information Officer for coordinating all IRM acquisition, budget, and policy and planning activities in support of the Rural Development automation mission.

Assignment of Functions

1. Assists contracting officers with negotiation, award, managing, and monitoring contracts from inception to conclusion.
2. Oversees Rural Development major IRM contractors (e.g., support services, equipment maintenance, etc.), which includes technical liaison and customer coordination, via contracting officer representative functions.
3. Manages, monitors, and represents IRM in negotiating with contractors.
4. Coordinates purchases and initiates maintenance contract orders for Rural Development's computer and communications equipment in support of Rural Development requirements.
5. Plans, develops, and executes IRM budgets.
6. Executes budget functions related to contracting, purchasing, and technical approvals.
7. Oversees all IRM related technical approvals.
8. Tracks IRM personnel resources.
9. Tracks and reports on IRM projects.
10. Coordinates all IRM policy and planning activities (e.g., 5-year Strategic Systems IRM Plan and the Information Strategy Plan).
11. Supports the systems prioritization process (Review Boards) in accordance with Rural Development's benefit/cost and priority setting mechanisms.
12. Coordinates IRM responses to outside audits (OIG and (GAO) to assure timely and accurate responses.
13. Develops and maintains Rural Development management reports and policy and procedures.

14. Performs economic analysis activities, including technical assistance for the preparation of requirements analysis, analysis of alternatives, and benefit/cost analyses in accordance with internal and external requirements for Rural Development initiatives.

15. Coordinates with other Chief Information Officer organizations for recommending and justifying major expenditures.

16. Participates in the development of the Information Resource Management Strategic Plan.

07 15 04 0004 01 Information Technology Division

Is responsible to the Deputy Chief Information Officer for providing a wide range of support services requiring specialized technical skill in the areas of data administration, system integrity management, research and development, and telecommunications.

Assignment of Functions

1. Develops and coordinates data administration policies and procedures.
2. Provides Rural Development data administration and data base administration services.
3. Maintains data dictionaries and repositories. Assists in the development of Rural Development-wide enterprise models and data dictionary, including standardizing data elements, source identification uses, and data definitions of information contained in Rural Development's Automated Information Systems to assure consistency of data.
4. Coordinates with other government agencies and outside organizations to ensure maximum sharing of information and appropriate accessibility.
5. Develops and implements Rural Development-wide configuration management processes and change control procedures.
6. Maintains the configuration management process to ensure control of application software releases to production.
7. Performs system integration (third-party) testing.
8. Provides specialized systems development support to Rural Development developers.
9. Analyzes, recommends, and implements application development productivity tools to ensure optimal developmental efforts.
10. Facilitates services to ensure efficient acquisition of accessible technology for persons with disabilities.

11. Provides customer service in the operation of the Information Resources Management Staff Information Center and the St. Louis Technology Support Lab.
12. Identifies and evaluates emerging IRM and telecommunication technology to support multi-Agency program needs.
13. Researches new and innovative methods to serve the information needs of Rural Development customers.
14. Coordinates with Customer Services and System Services to ensure timely infusion of approved new technology.
15. Provides technical leadership in the telecommunications discipline.
16. Supports local customer administration of telecommunication systems including system backups, password administration and aging, software updates, and configuration management.
17. Tests, evaluates, implements, and supports local and wide area networks.
18. Provides technical support to ensure customer availability of Rural Development nationwide network of terminals and microprocessors.
19. Coordinates Rural Development's telecommunications requirements, monitors network performance, prepares cost and budget estimates, and monitors actual usage compared to budget to assure optimal system efficiency and effectiveness.
20. Monitors performance of, and maintains and enhances the on-line teleprocessing systems to ensure optimal system efficiency and effectiveness.
21. Maintains and implements state-of-the-art telecommunications technology.
22. Coordinates with departmental entities, Rural Development's customers, and external sources to ensure the accessibility of required information.

07 15 04 0004 02 Systems Services Division

Assignment of Functions

A. Is responsible to the Deputy Chief Information Officer for planning, organizing, directing, and controlling activities related to the system life cycle management of Rural Development's Automated Information Systems in compliance with Federal, Departmental, and multi-Agency requirements. This area supports five separate customer areas. Each area represents a portfolio of systems that support a business area. The areas are:

1. Rural Utilities Service,
2. Rural Housing Service,
3. Rural Business-Cooperative Service,
4. Controller (Chief Financial Officer), and
5. Administrative Services.

B. Each business area team performs the following functions:

1. Coordinates with customers on the functional design for new additions and modifications to all automated systems to ensure requirements are met.
2. Develops functional system design specifications for projects resulting from legislative, regulatory, and administrative changes, new hardware or software technology, and employee suggestions.
3. Supports system development, provides functional expertise, recommends related policy, procedures, and forms; supports related training; and maintains a direct liaison with customers.
4. Develops and maintains special purpose software to support Rural Development's requirements for administrative and management applications.
5. Provides technical service and support for requirements analysis; systems design; software and documentation development; and systems testing, implementation, monitoring, and control. As part of this, facilitates joint application design, joint requirements planning, rapid application design, and rapid prototyping with customer representatives.

6. Conducts analysis and prepares ad hoc reports from management information systems and accounting systems in support of Rural Development internal and external requirements.
7. Plans, develops, and maintains Rural Development Executive Information System.
8. Develops and maintains field office support systems.
9. Prepares detailed customer acceptance test criteria as part of system test plans for use in testing applications software to ensure it meets customer requirements and for drafting documentation supporting the applications software.
10. Develops and maintains the National Office support systems.
11. Develops and maintains system, customer, and operating documentation.
12. Manages the testing process, which includes responsibility to verify and document test findings, monitor corrections of discrepancies, facilitate redevelopment, and retesting.

07 15 05 Assistant Administrator for Human Resources
(Housed in RHS)

Assignment of Functions

1. Is responsible to the Deputy Administrator for Operations and Management, for the overall planning, development, delivery, implementation, management and coordination of personnel and human resources support services for Rural Development agencies, staff, and field offices.
2. Provides leadership and coordination to the development of human resources policies and programs for Rural Development agencies and staffs. Provides direction to three subordinate divisions and one staff in carrying out assigned responsibilities.
3. Responsible for the establishment of recruitment, retention, and development policies and programs supporting workforce diversity and supports the Civil Rights Staff in the preparation of the affirmative action and the Federal Equal Opportunity Recruitment Plan employment plans.
4. Provides administrative leadership in the implementation of Executive Order 12871 establishing labor management partnerships and in establishing cooperative labor and management relations.
5. Develops program policy guidance and provides customer advisory services on human resources management activities in the areas of employment, staffing, classification, pay administration, and performance management.
6. Directs staff studies, special projects, and exercises oversight responsibility to the evaluation of field office human resource programs, services, and operations.
7. Oversees the provision of direct operating personnel and transaction processing services for the headquarters staffs and offices, including Schedule C appointments and all field positions, GS-13 level and above.
8. Provides liaison with NFC for personnel information and payroll systems and personnel information reporting services required by USDA, Office of Human Resources Management, and the Office of Personnel Management (OPM).
9. Oversees employee relations activities and programs including ethics and conduct, personnel investigations, adverse action and discipline cases, grievances, and Merit Systems Protection Board appeals.

10. Oversees the development and evaluation of training and employee development activities for Rural Development agencies and staffs.
11. Maintains liaison and working relationships with key officials of Rural Development's agencies, USDA staff offices, officials of other Federal agencies, and others, to collaborate on matters of mutual concern.
12. Represents Rural Development agencies on Departmental, inter-Departmental, and inter-agency task forces on matters affecting assigned programs.

07 15 05 0001 Headquarters Personnel Services Division

Assignment of Functions

1. Is responsible to the Assistant Administrator for Human Resources, and through organizationally designated National Office service branches, for providing full service personnel operational services, and specialized advisory assistance and technical support to all Rural Development agencies and staffs located in Headquarters, Washington, D.C.
2. Provides a full range of recruitment, staffing, and placement services for all units serviced. This includes the processing of all personnel actions by direct input into the NFC personnel and payroll system and the exercise of quality control to insure accuracy and timeliness of all personnel actions processed.
3. Provides classification and management advisory services. Provides supervisors and managers with information necessary for the preparation of position descriptions, maintains and updates standardized position descriptions relevant to specific agency programs, determines appropriate classification of positions, implements new classification standards, administers pay, and advises managers and supervisors on position management issues.
4. Assists supervisors and managers in assessing staffing needs; developing career ladders; developing staffing plans; determining recruitment sources; advertising and filling vacancies by agency merit promotion or competitive methods; restructuring positions to achieve workforce diversity by use of special employment programs and special hiring authorities; and planning and implementing reorganizations, downsizing initiatives, directed reassignments, and reduction-in-force analysis.
5. Provides retirement counseling in both the Civil Service Retirement System and the Federal Employees Retirement System to all employees in units serviced. Coordinates "open season" for the Federal Employees Group Life Insurance, health benefits, and thrift savings programs.
6. Provides employees with information, advice, and counsel, on matters related to pay and leave administration including wage, salary, Federal Employee Pay and Compensation Act and pay setting issues; leave and leave sharing; tours of duty; flexible and compressed work schedules; Title V and Fair Labor Standards Act overtime; time and attendance; incentive/suggestion awards; and Office of Workers Compensation program.

7. Provides advisory and counseling services in the area of employee relations and processes formal actions as necessary related to issues of conduct, performance, ethics, administrative grievances, appeals, settlement agreements, alternative discipline, financial disclosure, and Hatch Act provisions.

8. Participates in pilot tests, special studies, and task force efforts related to the development of new or standardized programs and procedures for implementation across agency servicing sections.

9. Maintains Official Personnel Folders for employees in units serviced and provides orientation for new employees.

07 15 05 0002 Human Resources Training Division

Assignment of Functions

1. Is responsible to the Assistant Administrator for Human Resources, for the planning, development, implementation, and evaluation of employee development and training programs and activities for the Rural Development Agencies.
2. Responsible for long-range planning efforts designed to assure effective training and career development of Rural Development employees.
3. Works directly with Rural Development Agency Administrators and staff in developing Rural Development training and employee development policies, programs, and procedures to insure fulfillment of newly identified or changing program needs and requirements. Participates with Agency Administrators in preparing an annual training budget, and tracks allocations and actual expenditures.
4. Develops, implements, and evaluates contracted and in-house developed training programs aimed at nationally recognized needs of Rural Development employees.
5. Coordinates participation in external training programs sponsored by both Federal (USDA and OPM) and non-Federal providers.
6. Responsible for development of general orientation and specialized induction programs for all new Rural Development employees.
7. Assesses and evaluates technology-based training methods and techniques, video conferencing, and other state-of-the-art methods for application in Rural Development Agencies training and employee development programs and to provide for cost effective and efficient delivery of training programs to a decentralized field structure.
8. Develops and pilot tests evaluation and test design methodologies to determine effectiveness of training programs and training media.
9. Develops, conducts, and evaluates training on Rural Development's automation and accounting systems, software, and processes.

10. Provides technical expertise in the coordination and administration of contracted training activities to Rural Development's procurement and contracting office by preparing specifications, serving on technical review panels, and serving as the contracting officer's representative in the administration of a contract training activity.

11. Serves as the centralized focal point for the establishment and maintenance of Rural Development's calendar for meetings and conferences. Assists in meeting and conference facilitation process by obtaining space, arranging hotel accommodations, insuring availability of audio-visual equipment, and recommending speakers and facilitators.

12. Maintains liaison and working relationships with key officials in Rural Development agencies, USDA, OPM, officials of other Federal agencies and private training vendors, and collaborates on matters related to training and employee development activities.

13. Represents the Rural Development agencies on Departmental, inter-Departmental, and inter-agency task forces.

07 15 05 0003 Mission Area Personnel Services Division

Assignment of Functions

1. Is responsible to the Assistant Administrator for Human Resources, and participates with the Administrators and Assistant Administrators of RHS, RBS and RUS, and their staffs in the planning, development, implementation, and evaluation of human resources policies, programs, and procedures which facilitate the efficient and effective delivery of personnel services to all employees.
2. Coordinates special projects, studies, and special assignments related to personnel and human resources functions for the purpose of developing and recommending improvement, increasing productivity, resolving problems, and implementing and evaluating existing programs and new initiatives.
3. Responsible for the development, measurement, and evaluation of customer service goals and accomplishments.
4. Serves as the first level for classification appeal decisions made at the State or Headquarters operational servicing level.
5. Responsible for participating in efforts designed to increase the application of computer technology to human resource activities, especially through the development, modification, and evaluation efforts to enhance delivery of reports, provision of timely information to various customers, and to ensure the quality and timeliness of information support. Develops standardized reports to relieve the burden from servicing teams and to facilitate meeting external reporting requirements.
6. Prepares staff papers, statistical and narrative reports, handbooks, operational procedures, and briefing documents on a variety of personnel, administrative, and program subjects to address management concerns, present alternative approaches, and satisfy internal and external reporting requirements.
7. Reviews, analyzes, and prepares comments and recommendations, and consolidates Rural Development headquarters and field responses on OPM, USDA, and mission area reports and recommended regulatory changes. Assesses the impact of new regulations and program requirements. Develops user friendly implementing procedures, systems, and guidance.

8. Coordinates activities requiring the combined efforts of operational servicing units, Human Resources Divisions, program Agency Administrators, Rural Development administrative service units, Departmental, Federal, and private sector organizations.
9. Shares the responsibility with other Human Resources Divisions in providing leadership, guidance, and direction in the planning, development, implementation and evaluation of personnel programs, and activities to determine the overall effectiveness in meeting program objectives and identifying areas and methods for improving delivery of human resource operations and programs. Provides staff role in support of these objectives.
10. Provides staff assistance, advice, and technical guidance, and consulting services to management officials and personnel specialists on personnel matters including personnel policy, regulatory, and procedural issues to meet the needs of divisions, Rural Development's agencies, and field structure.
11. Provides a full range personnel operational services, comparable to National Office Personnel Servicing Branches, to all headquarters employees located in St. Louis, Missouri.
12. Provides advisory services requested by Human Resources staff located in each State Office. Coordinates development of information resources, instructions, and on-site visits with the National Office. Schedules and participates in the conduct of Personnel Management Evaluation Reviews of State human resources activities.
13. Maintains liaison and working relationships with key officials of Rural Development's agencies, USDA, OPM, officials of other Federal agencies, and others, and collaborates on matters of mutual concern. Represents Rural Development's agencies on Departmental, inter-Departmental, and inter-agency task forces on matters affecting the overall program.

07 15 06 Office of Communications
(Housed in RHS)

While housed in RHS for budget and accounting purposes, this staff is responsible to the Deputy Under Secretary for O&M for the development and institution of plans, procedures, and policies necessary to provide communication and information services to the Rural Development mission area Agencies and the Under Secretary's staff, and for such other activities as the Deputy Under Secretary for O&M shall prescribe from time to time.

Assignment of Functions

1. Serves in a liaison capacity with Rural Development's Agencies and the Under Secretary's office. Provides information and communications support. Plans for future communications in rural initiatives and the Rural Development mission area.
2. Informs employees, other agencies, special interest groups, and others of services and products available.
3. Maintains current information and contacts in rural housing and community development. Attends program specific briefings and meetings, maintains a constituent data base, and conducts minority outreach.
4. Administers a public information and media center responsible for media inquiries, news releases, program announcements, media advisories, and information retrieval. Assists State Directors and field offices with their efforts to collect and disseminate information. Coordinates training and provides guidance to Public Information Coordinators.
5. Prepares, produces, and distributes newsletters, publications, brochures, and speeches. Produces an in-house newsletter to provide Rural Development information to all mission area employees. Produces and/or reviews Rural Development's informational publications.
6. Maintains liaison and working relationships with the Office of Communications, OCR, OGC, and other Departmental units involved in Congressional relations and public information.
7. Conducts studies and surveys to determine the effectiveness of the communications efforts and identifies areas where communications can be improved.

RURAL HOUSING SERVICE

07 11 Office of the Administrator

A. Assignment of Functions

1. Responsible to the Under Secretary, Rural Development, for implementing and administering the programs and support functions of the RHS which provide assistance to rural Americans and their communities in obtaining adequate and affordable housing and having access to needed community facilities.
2. Assists the Under Secretary in carrying out the Secretary's responsibility for leadership and coordination of national and local Rural Development efforts.
3. Oversees the management and administration of RHS programs in the designated State Offices.
4. Represents the Secretary and Under Secretary with Congress, OMB, other Federal and State agencies, special interest groups, and the general public.
5. Leads special projects and ad hoc task forces and coordinates special outreach programs with the assistance of program division staffs to assure that the Administration's objectives on diversity and outreach are achieved.
6. Assures that public information and activities are coordinated between RHS and departmental public affairs offices and that such activities reflect outreach programs and technical assistance efforts on the part of RHS to improve the quality of life for rural America.

B. Availability of Information

Information concerning RHS may be obtained from the Office of Communications, Operations and Management, Rural Development, U.S. Department of Agriculture, Stop Code 0705, 1400 Independence Avenue, SW., Washington, D.C. 20250-0705.

C. Regulations

Regulations governing RHS programs may be found in Title 7, Code of Federal Regulations, parts 1800 through 2054 and 3500 through 3599.

D. Historical Documents

For the creation of RHS, see Title II of Pub. L. 103-354, the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6943).

- (1) the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. 1921 et seq).
- (2) Title V, Housing Act of 1949, as amended (42 U.S.C 1471 et seq).

07 11 00 0001 Legislative Affairs Staff

Assignment of Functions

1. While housed in RHS for budget and accounting purposes, the staff director is responsible to the Deputy Under Secretary for O&M for tracking legislation concerning Rural Development. Staff covers and reports on relevant hearings. Drafts Rural Development mission area testimony and coordinates its clearance with OGC, OCR, OBPA, other USDA agencies and OMB. Prepares witnesses and provides staff for hearings and markups. Drafts responses to post-hearing questions and coordinates clearance with OGC, OCR, OBPA, other USDA agencies, and OMB.
2. Maintains a close working relationship with individual congressional offices. Responds to information requests and casework. Reviews correspondence. Briefs staff and Congressional members on the Rural Development matters (legislative and regulatory). Coordinates Rural Development project announcements with field offices, program staffs, and Office of Congressional Relations (CR).
3. Coordinates Rural Development's legislative activities with OGC, OCR, OBPA, other USDA agencies, and OMB. Leads the preparation and clearance of Rural Development's annual legislative program. Prepares or contributes to legislative reports, pending legislation and enrolled bills, veto messages, and legislative proposals. Develops and implements legislative strategy, in consultation with the Under Secretary and OCR.
4. Coordinates the development, programmatic content and production of materials in support of Rural Development programs and the legislative agenda for Congress and outside interests, including brochures, speeches for the Under Secretary and other USDA officials, trip briefings, memoranda and background papers, press releases, and other public information materials.

07 11 00 0003 Program Support Staff

Assignment of Functions

1. Is responsible to the Administrator for monitoring managerial and technical effectiveness of RHS programs. Coordinates review and analysis of legislation, Executive Orders, OMB circulars, and Department regulations for their impact on Agency programs. Evaluates field operations to determine the appropriateness and effectiveness of current and proposed policies and procedures.
2. Develops, implements, interprets, and coordinates architectural and environmental policies, regulations and guidelines of the Agency's Single Family Housing, Multi-Family Housing, and Community Facility programs.
3. Acts as the Agency's liaison with other federal agencies for effective implementation of legislation on technical issues. Acts as the Agency's contact point for the public interested in the Agency's architectural and environmental resources, site and building design, cost management, construction contracts, disabled accessibility, indoor air quality, lead-based paint, metrication, and thermal performance.
4. Provides a wide range of technical and professional advice to Agency officials in support of architectural and environmental policies and procedures under relevant federal laws and Executive Orders. Assists program managers in complying with architectural and environmental requirements.
5. Evaluates and recommends solutions to land use planning, design, construction, and other technical problems.
6. Provides reporting and record-keeping services for environmental audits and mandated Congressional reports on hazardous waste sites. Staff responsibilities also include managing RHS's Hazardous Waste Management Fund in cooperation with the Department.
7. Develops and maintains a library of technical standards and references essential to the orderly operation of Agency programs.
8. Develops training manuals and conducts training on architectural and environmental issues, program loan costs funds, and decision support system development.

9. Coordinates the Agency Debarment and Suspension process. Maintains liaison with the Under Secretary's staff regarding anti-lobbying restrictions and drug-free workplace requirements.

10. Provides liaison with the Budget Division in formulating the Agency budget and directing its execution. Provides budget analysis to assist the Administrator and program managers in assessing budgetary impacts on program delivery. Coordinates and tracks funds control for National Office program managers.

11. Coordinates and tracks the use of Program Loan Cost Expense funds. Coordinates the process for allocating loan and grant program funds (RD Instruction 1940-L).

12. Plans and directs program analytical and program management support for the formulation and execution of the Agency budget. Develops estimates of program resource requirements, analyses of the impact of varying funding levels on program delivery and policy implementation, and alternatives for top management decisions.

13. Assists and coordinates Agency activities related to strategic plans, annual performance plans, and performance measures as required by the Government Performance and Results Act (GPRA). Serves as liaison with appropriate Rural Development staffs in coordinating strategic planning and GPRA activities.

14. Provides program managers with skilled staff support to access, analyze, and interpret Agency data and data available from other sources. Provides analysis of Bureau of Census data.

15. Develops specialized tools to manage programs, improve program operations, and improve program efficiency.

16. Develops mathematical and statistical models to assist program managers with the analysis of program data and applying the analysis to make sound decisions.

17. Collaborates with program managers to identify needed decision support systems and to apply rapid prototyping techniques in decision support system development.

18. Develops methods and techniques of analyzing data, using Geographic Information Systems and other advanced data management systems, and presenting results in a format which enhances the ability of program managers to interpret the information.

19. Interacts with other information systems' staffs and coordinates systems development and changes. Coordinates specialized automation work stations for State Office Architects and Engineers.

20. Maintains the Agency's Internet "Home Page." Coordinates the process among Program divisions for updating Home Page information.

07 12 Office of the Deputy Administrator, Single Family Housing

Assignment of Functions

1. Is responsible to the Administrator for the development of plans and the implementation of plans, procedures, and policies necessary for the efficient and effective management of the Agency's Single Family Housing programs, which extend supervised housing credit to rural and small town people of limited resources, thus providing an opportunity to have decent housing in an acceptable environment, and for other such activities as the Administrator may prescribe from time to time.
2. Provides executive leadership, formulates and coordinates policies and provides direction in carrying out Single Family Housing and technical assistance programs in all States, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Palau, the Republic of the Marshall Islands, American Samoa, Guam, the Commonwealth of Puerto Rico, and the U. S. Virgin Islands.
3. Provides guidance and direction for Single Family Housing programs through three divisions: Single Family Housing Processing Division; Single Family Housing Servicing and Property Management Division, and Single Family Housing Centralized Servicing Center in St. Louis, Mo.
4. Administers and manages sections 502 and 504 Rural Housing direct and guaranteed loan and grant programs, Rural Housing and Self-Help Site loans, the Self-Help Technical Assistance grant program, Housing Application Packaging and Technical and Supervisory Assistance grants and other programs as prescribed by the Administrator, RHS.
5. As a representative of the Administrator, RHS, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss program requirements in general or to explain or defend the Agency's position taken on housing issues or anticipated policy changes.
6. Works closely with other program divisions and staffs, the OIG, OGC, and with key officials in various phases of work, operating problems, individual problems, individual cases, and procedural and other matters having interrelated application or mutual concern.

07 12 00 0001 Single Family Housing Processing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Single Family Housing, for the development and nationwide implementation of policies on processing Single Family Housing direct and guaranteed program loans, and other such activities as the Deputy Administrator may prescribe from time to time. The Division also provides direction in the following: Rural Housing Targeted Area Set-Aside; debarments; section 502 Direct loans; section 502 Guaranteed loans; payment assistance; section 504 Loans and Grants; title clearance and loan closing; site/subdivision development; receiving and processing applications; Technical Assistance Grants; Deferred Mortgage Payment Program; site loans; construction defects; credit reports; appraisals; Manufactured Housing; coordinated assessment reviews; Home Buyer's Counseling/Education Program; adverse decisions and appeals; allocation of loan and grant program funds; and housing application packaging grants.
2. For each program, implements current and long-range plans, policies, and procedures for administering the programs and evaluating the effectiveness of Agency goals and objectives.
3. Provides direction and guidance to State Office personnel in resolving complex problems of program administration. Reviews and provides guidance and authorization to State Directors on loans and grants of a complex and precedent setting nature or in excess of the State Director's approval authority.
4. Conducts program evaluations to ensure State program operations are being effectively carried out and are consistent with National and State loan-making policies. Identifies national program weaknesses, makes recommendations for improvements in operating efficiency, and identifies and proposes corrective actions.
5. Incorporates Administration policy direction into existing procedures through notices to field staff and regulatory amendments.
6. Initiates the planning, developing, and conducting of training programs for State and Local field office employees on assigned programs.

7. As representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss the policies and regulations of the assigned programs in general and to explain or defend the Agency's position taken on program issues or anticipated policy changes.

8. Works closely with other program divisions and staffs, OIG, OGC, GAO, and with key officials on program issues and operating problems.

9. Conducts lender reviews to ensure the guaranteed Rural Housing program is being delivered with the required servicing to afford the maximum assistance to rural America with the minimum amount of losses.

07 12 00 0002 Single Family Housing Servicing and Property
Management Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Single Family Housing, for the development and implementation of nationwide policies for servicing RHS's multi-billion dollar portfolio of Single Family Housing loans, and managing and selling Single Family Housing inventory properties as acquired by the Agency, and for such other activities as the Deputy Administrator may prescribe from time to time.
2. Provides guidance to State and Local Office personnel in the effective management and disposition of acquired property.
3. Conducts program evaluations to ensure that State program operations are being effectively carried out as planned and are consistent with National and State loan servicing policies and procedures. Identifies program weaknesses, makes recommendations for improvements in operating efficiency, and identifies the corrective action to be taken. Provides technical support to field offices regarding policies, procedures, and evaluation prior to, during, and after conducting National Internal Reviews (NIRs). Follows up with field offices to assure accomplishment of the corrective action.
4. Incorporates policy issuances into existing procedures. Prepares notices and amendments for issuance to the field organization, and provides technical advice and assistance to National and State Office employees, as well as to the Centralized Servicing Unit in St. Louis, Missouri.
5. Initiates the planning, development, and implementation of training programs for State and Local Office employees on assigned programs.
6. Reviews, analyzes, and recommends action to be taken on loan servicing and property management cases requiring the prior clearance from the National Office. Resolves or recommends the disposition of problem cases submitted for technical review and approval by higher authority.

7. As a representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss the Housing program loan servicing and property management requirements in general or to explain or defend the Agency position taken on program issues or anticipated policy changes.

8. Works closely with other program area staffs, OIG, OGC, and with key officials on issues concerning Single Family Housing.

12 00 0003 Single Family Housing Centralized
Servicing Center - St. Louis, Missouri

Assignment of Functions

1. Is responsible to the Deputy Administrator, Single Family Housing, for the development and implementation of plans, procedures, and policies necessary for the operation of the central unit in charge of centrally servicing RHS's multi-billion dollar portfolio of Single Family Housing loans.
2. Implements current long range plans, policies, and procedures for servicing actions on outstanding loans, including administering the Agency's interest credit or payment assistance renewals; performing escrow activities for real estate taxes and property hazard insurance; overseeing collection of loan payments, granting of interest credit and payment assistance and moratoria as necessary to be responsive to borrowers' change of circumstances and related appeals, assumption of loans or sale of security property (including recapture of subsidy granted on the loan), and other problems which arise during a borrower's ownership.
3. Works closely with other program area staffs in the National Office, OIG, OGC, and with key officials on various phases of Single Family Housing concerns.
4. Responsible for the design, development, implementation, operation, and maintenance of a loan origination and servicing system in compliance with established policy guidelines, e.g., USDA, OMB, Treasury, etc.
5. Maintains loan origination and servicing system which provides financial data for the Government-wide standard general ledger.
6. Participates in Rural Development IRM review and planning activities to ensure adequate consideration is given to loan origination and servicing requirements.
7. Develops, implements, and maintains an effective customer service program for borrowers serviced by the Centralized Servicing Center.

07 13 Office of the Deputy Administrator, Multi-Family Housing

Assignment of Functions

1. Is responsible to the Administrator for the development and implementation of plans, procedures, and policies necessary for the efficient and effective management of RHS's Multi-Family Housing programs, which extend supervised housing credit to provide rural residents an opportunity to have decent, safe, and sanitary rental housing, and for other such activities as the Administrator may prescribe from time to time.
2. Provides executive leadership, formulates and coordinates policies and provides direction in carrying out the Multi-Family Housing and technical assistance programs in all States, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of Palau, the Marshall Islands, American Samoa, Guam, Commonwealth of Puerto Rico, and the U. S. Virgin Islands.
3. Administers and manages the Section 515 Rural Rental Housing, Rural Cooperative and Congregate Housing Programs, Section 521 Rental Assistance, Farm Labor Housing loan and grant programs, Housing Preservation Grants, rural housing vouchers, Housing Application Packaging Grants, and other programs as prescribed or the Administrator, RHS.
4. Provides guidance and direction for multi-family programs through two divisions: the Multi-Family Housing Processing Division and the Multi-Family Housing Portfolio Management Division.
5. As a representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss program requirements in general or to explain the Agency position taken on housing issues or anticipated policy changes.
6. Works closely with other program divisions and staffs, OIG, OGC, GAO, and key officials on Multi-Family Housing concerns.

07 13 00 0001 Multi-Family Housing Processing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Multi-Family Housing, for the development and nationwide implementation of policies for the efficient and effective management of the Multi-Family Housing program, and other such activities as the Deputy Administrator may prescribe from time to time. The Division manages the following program areas: elderly and family rental housing, Farm Labor Housing loans and grants, outreach contacts, congregate facilities, Housing Preservation Grants, cooperative housing, rural housing vouchers, appraisals, Congregate Housing Services Grants, Rental Assistance, Housing Application Packaging Grants, targeted area and nonprofit set asides, Multi-Family Housing suspensions and debarments, title clearance and loan closing, allocation and monitoring of loan and grant funds, adverse decisions and appeals, commercial credit reports, individual credit reports, and, site development.
2. For each program, implements current and long-range plans, policies, and procedures for administering the programs and evaluating the effectiveness of Agency goals and objectives. Such policies and procedures are based on statutes authorizing the respective programs.
3. Provides direction and guidance to State Office personnel in resolving complex problems of program administration. Reviews and provides guidance and authorization to State Directors on loans and grants of a complex or precedent setting nature, or loans in excess of the State Director's approval authority.
4. Conducts program evaluations to ensure State program operations are being effectively carried out and are consistent with National and State loan making policies. Identifies national program weaknesses, makes recommendations for improvements in operating efficiency, and identifies and proposes corrective actions.
5. Incorporates Administration policy direction into existing procedures through notices to field personnel and regulatory amendments.
6. Initiates the planning, developing, and conducting of training programs for State and Local field offices employees on assigned programs.

7. As representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss the policies and regulations of the assigned programs in general and to explain the Agency position taken on program issues or anticipated policy changes.

8. Works closely with other program divisions and staffs, OIG, OGC, GAO, and key officials on Multi-Family Housing program issues and operating problems.

07 13 00 0002 Multi-Family Housing Portfolio Management Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Multi-Family Housing, for the development and institution of the plans, procedures, and policies necessary for the efficient and effective management and servicing of the nationwide Multi-Family Housing programs, and other such activities as the Deputy Administrator may prescribe from time to time. The Division is responsible for ensuring the delivery of services needed to support affordable, modest, decent, safe, and sanitary housing units to eligible tenants and the orderly repayment of Multi-Family Housing loan debt.
2. Implements current and long range plans, policies, and procedures for administering the servicing of all Rural Rental Housing loans, Labor Housing loans and grants, and Rental Assistance or similar tenant subsidies for servicing and housing preservation activities.
3. Conducts program evaluations to ensure that State program operations are being effectively carried out as planned and are consistent with National and State loan making and servicing policies and procedures. Identifies program weaknesses, makes recommendations for improvements in operating efficiency and identifies the corrective action to be taken. Follows up with field offices to assure accomplishment of the corrective action.
4. Incorporates policy issuances into existing procedures. Prepares notices and amendments for issuance to the field organization, and provides technical advice and assistance to National, State and Local employees.
5. Initiates the planning, developing, implementing, and conducting of training programs for State and Local office employees on assigned programs.
6. Reviews, analyzes and recommends action to be taken on loan servicing cases requiring prior clearance of the National Office. Receives or recommends the disposition of problem cases submitted for technical review and approval by higher authority. Provides technical and overall policy guidance as it relates to Multi-Family Housing programs on servicing issues.

7. Initiates the development of administrative tools to help manage the Multi-Family Housing program. Works with the Program Support Staff to assure that automated systems and tools meet program needs.

8. As a representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss the Multi-Family Housing program loan servicing requirements in general or to explain or defend the Agency's position taken on program issues or anticipated policy changes.

9. Works closely with other program divisions and staffs, OIG, OGC, GAO, and key officials on Multi-Family Housing program issues and operating problems.

07 14 Office of the Deputy Administrator, Community Programs

Assignment of Functions

1. Is responsible to the Administrator for overseeing the administration and management of a broad range of Community Facilities loans, grants, and other assigned programs such as, but not limited to: hospitals and nursing homes, police and fire stations, libraries, schools, and adult and child care centers, etc. This office is also responsible for policy development, fund distribution, processing, and servicing of loans and grants.
2. Monitors and evaluates the administration of loan and grant programs on a nationwide basis.
3. Maintains liaison with other Federal agencies, commercial lending organizations, and special interest organizations relating to Rural Development on a national basis.
4. As a representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss program requirements in general or to explain the Agency position taken on community facilities issues or anticipated policy changes.
5. Works closely with other program divisions and staffs, OIG, OGC, GAO, and key officials on community facilities program issues and operating problems.

07 14 00 0001 Community Programs Loan Processing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Community Programs, for the overall administration, policy development, fund distribution, and processing of Community Facilities loans and grants and other loan and grant programs assigned to the Division. (Revised 07-19-99, SPECIAL PN.)
2. Maintains and controls fund allocations for direct and guaranteed Community Facilities loans and grants. (Revised 07-19-99, SPECIAL PN.)
3. Reviews large and unusually complex loan dockets and concurs or rejects field office recommendations.
4. Maintains liaison with St. Louis Office relating to fund allocations and obligations.
5. Incorporates Administration policy direction into existing procedures through notices to field personnel and regulatory amendments.
6. As a representative of the Administrator, meets with Members of Congress, high level officials of other Federal and State agencies, special interest groups, and the general public to discuss the policies and regulations of the assigned programs in general and to explain the Agency position taken on program issues or anticipated policy changes.
7. Maintains quality control of programs assigned to the Division and takes corrective action, as needed.
8. Provides technical assistance to field staff.

07 14 00 0002 Servicing and Special Authorities Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Community Programs, for the overall administration, policy development, processing and servicing of the Community Facilities loan and grant programs, as well as other programs assigned to the Division.
2. Conducts program evaluations to ensure that State program operations are being effectively carried out as planned and are consistent with National and State loan making and servicing policies and procedures. Identifies program weaknesses, makes recommendations for improvements in operating efficiency and identifies corrective actions to be taken. Follows up with field offices to assure accomplishment of the corrective action.
3. Administers and services Nonprofit National Corporation loans and grants.
4. Reviews and concurs or requests proposed servicing actions submitted by field offices.
5. Conducts trend analysis of loan and grant programs and delinquencies.
6. Develops and monitors the effectiveness of the field outreach program.
7. Develops regulations relating to loan servicing and grants.
8. Monitors servicing actions on Community Programs loans.
9. Provides technical advice and guidance to field staff.

RURAL UTILITIES SERVICE

15 11 Office of the Administrator

A. Assignment of Functions

1. Is responsible to the Under Secretary, Rural Development, for managing and administering the programs and support functions of RUS to provide financial and technical support for rural infrastructure, to include electrification, telecommunications, clean drinking water, and water disposal systems pursuant to the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. 1921 et seq.), and the Rural Electrification Act of 1936, as amended (7 U.S.C. 901 et seq.)
2. Develops and implements strategic plans and policies concerning the administration of the Rural Electrification Act of 1936, as amended.
3. Serves as Governor of the Rural Telephone Bank (RTB) and, as such, exercises and performs all functions, powers, and duties of the telephone Bank (7 U.S.C. 944). The RTB is managed by a 13-member board of directors, and its ongoing activities are carried out by employees of RUS and OGC.
4. Administers a program of loans and grants to public bodies, nonprofit corporations, cooperatives, and Indian tribes to finance the construction of water and waste disposal facilities to serve persons in rural areas.
5. Assists the Under Secretary in providing leadership and coordination to National and local rural economic and community development efforts.
6. Oversees the administration and delivery of Agency programs in the designated State Offices.
7. Represents the Secretary and Under Secretary with Congress, OMB, other Federal and State agencies, special interest groups, and the general public.
8. Assures achievement of the Administration's objectives on diversity and outreach in program administration and delivery.
9. Assures that public information and activities are coordinated between RUS and Departmental public affairs offices, and that such activities reflect outreach, programs, and technical assistance efforts on the part of RUS.

B. Availability of Information

Information concerning RUS may be obtained from the Office of Communications, Operations and Management, Rural Development, U. S. Department of Agriculture, Stop Code 0705, 1400 Independence Avenue, SW., Washington, DC 20250-0705.

C. Regulations

Regulations governing RUS may be found in Title 7, Code of Federal Regulations, parts 1600, 1700, and 1800-2054.

D. Historical Documents

For the creation of the RUS see Title II of Pub. L. 103-354, the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6942).

15 11 01 Borrower and Program Support Services

Assignment of Functions

1. Is responsible to the Administrator's Office for planning and carrying out a variety of program and administrative services in support of all RUS programs, and provides expert advisory service and coordination for the Administrator through the following three professional staff groups:
2. The Administrative Liaison Staff advises the Administrator and other key RUS officials on management issues and policies relating to human resources, EEO, labor-management partnership, administrative services, travel management, automated information systems, and administrative budgeting and funds control. Serves as a liaison for the Administrator with the consolidated Operations and Management organization on these and all other administrative management issues. Acts for the Administrator in providing ongoing administrative oversight to the other two staffs in this organization.
3. The Program Accounting Services Division develops and evaluates the accounting systems and procedures of Electric, Telecommunications, and Water and Wastewater borrowers; assures that accounting policies, systems, and procedures meet regulatory, Departmental, GAO, OMB, and Treasury Department requirements; examines borrowers' records and operations, and reviews expenditures of loans and other funds; develops audit requirements, and approves Certified Public Accountants to perform audits of borrowers.
4. The Financial Services Staff evaluates the financial conditions of troubled borrowers; negotiates settlements of delinquent loans to satisfy borrowers, lenders, and Government interests; and makes recommendations to program Assistant Administrators on ways to improve the financial health of borrowers.

15 12 Assistant Administrator - Electric Program

Assignment of Functions

1. Is responsible to the Administrator for directing and coordinating the Rural Electrification program of RUS nationwide.
2. Participates with the Administrator, Deputy Administrators, and other officials in planning and formulating the programs and activities of the Agency.
3. Develops, maintains, and implements regulations and program procedures on processing and approving loans and loan-related activities for the Nation's rural electric borrowers.
4. Serves as the principal advisor to the Administrator on statistics and proposed legislation affecting the Rural Electrification program.
5. Serves as the Agency's expert on rural electrification matters, and represents the Agency in that capacity in dealing with State and local officials, industry associations, other Federal agencies and in congressional testimony.

15 12 01/02 Electrical Regional Divisions

Assignment of Functions

1. These two divisions are responsible to the Assistant Administrator-Electric Programs for administering the Rural Electrification program in specific geographic areas and serving as the single point of contact for all distribution borrowers.
2. The divisions provide guidance to borrowers on RUS loan policies and procedures, and make recommendations to the Administrator on borrower applications for RUS financing.
3. The divisions also assure that power plant, distribution, and transmission systems and facilities are designed and constructed in accordance with the terms of the loan and proper engineering practices and specifications.
4. Maintains oversight of borrower rate actions. Provides guidance to borrowers on the environmental aspects of the design, construction, and operation of their systems, supplemental power resources, and loan and energy management. Maintains necessary oversight of borrowers' management and technical operations and practices to assure the security of the Government's loans.

15 12 03 Power Supply Division

Assignment of Functions

1. Is responsible to the Assistant Administrator-Electric Program for administering the Rural Electrification program with regard to power supply borrowers nationwide and serves as primary point of contact between RUS and all such borrowers.
2. Develops and maintains an effective and efficient loan processing program which is responsive to Rural Electrification Act purposes.
3. Develops and administers engineering and construction policies related to planning, design, construction, operation, and maintenance for power supply borrowers.
4. Maintains a continuing financial and management overview of power supply borrowers to assure that such borrowers' operations are consistent with sound fiscal policies and procedures, loan contracts, mortgage and policy requirements, and loan security.

15 12 04 Electric Staff Division

Assignment of Functions

1. Is responsible to the Assistant Administrator-Electric Program for engineering activities related to the design, construction, and technical operations and maintenance of power plants, distribution of power, and transmission systems and facilities, including load management and communications.
2. Develops Agency engineering practices, policies, guidelines, and technical data relating to electric borrowers' systems.
3. Performs staff assignments and provides guidance on matters relating to fuels for electric generating stations and environmental laws and regulations.
4. Develops criteria and techniques for evaluating the financing and performance of electric borrowers; and develops and maintains financial expertise on the distribution and power supply loan program, and retail and wholesale rates.
5. Provides advice and assistance to the Regional Offices, and as requested, to borrowers on the above functions and responsibilities. Maintains liaison with other Government agencies, utilities, industry officials, and professional organizations on the above matters.
6. Is responsible for the development of engineering regulations, bulletins, and staff instructions for the electric program.

15 13 Assistant Administrator - Telecommunications Programs

Assignment of Functions

1. Is responsible to the Administrator for directing and coordinating the National Rural Telecommunications, Distance Learning, and Telemedicine programs of RUS.
2. Participates with the Administrator and Deputy Administrator and other officials in planning and formulating the programs and activities of RUS.
3. Assistant Administrator, Telecommunications Programs, serves as Assistant Governor of the RTB and is responsible for the day-to-day activities of the RTB. Develops, maintains, and implements regulations and program procedures on the processing and approval of grants, loans, and loan-related activities for all rural telecommunications borrowers and grant recipients.
4. Serves as the principal advisor to the Administrator on statistics and proposed legislation affecting the Agency's telecommunication programs.
5. Serves as RUS's expert on telecommunications matters, and represents the Agency in that capacity in dealing with State and local officials, industry associations, other Federal agencies, and in Congressional testimony.

15 13 03 Telecommunications Standards Division

Assignment of Functions

1. Is responsible to the Assistant Administrator, Telecommunications, for engineering staff activities related to the design, construction, and technical operation and maintenance of rural telecommunications systems and facilities.
2. Develops engineering practices, policies, and technical data related to borrowers' telecommunications systems.
3. Evaluates the application of new communications network technology, including distance learning and telemedicine, to rural telecommunications systems.
4. Develops standards, policies, and procedures in connection with loan construction activities in the Rural Telecommunications program.
5. Provides advice and assistance to the Area Offices and, as requested, to borrowers on the above functions and responsibilities.
6. Maintains liaison with other government agencies, utilities, industry officials, and professional organizations on the above matters.

15 13 04 Advanced Telecommunications Services Staff

Assignment of Functions

1. Serves as the primary staff for the Assistant Administrator, Telecommunications Program (AAT) in the role of the Assistant Governor of the RTB. Performs analyses and makes recommendations to the AAT on issues raised by the RTB Governor, Board of Directors, or RTB borrowers.
2. Performs the calculations necessary to determine the cost of money rate to RTB borrowers.
3. Arranges for RTB Board Meetings, Stockholders Meetings, and elections of the RTB Board of Directors. Maintains official records for the RTB Board and prepares minutes of RTB Board meetings. The staff director serves as the Assistant Secretary to the RTB.
4. Recommends and develops program-wide procedures for loan and grant programs.
5. Serves as the analytical staff for the AAT on issues relating to the administration of the telecommunications program, its borrowers, and the telecommunications industry.
6. Provides ongoing assistance to Telecommunications Program Area Offices for the review of Distance Learning and Telemedicine Loan and Grant applications and the development of application materials.
7. Serves as the responsible office (Web Master) for the Telecommunications Program's home page on the Internet.
8. Develops practices and procedures for determining toll forecasts for the Telecommunications Program's Area Offices and develops the toll forecasts for borrowers with complicated settlement arrangements.
9. Reviews all toll revenue forecasts for projected loans to assure accuracy of revenue projections.
10. Serves as the lead staff for developing Federal regulations, bulletins, and staff instructions for the Telecommunications Program.

15 13 05/06/07/08 Telecommunications Area Offices

1. These four offices are responsible to the Assistant Administrator - Telecommunications Program for administering the Telecommunications, Distance Learning, and Telemedicine programs for specific geographic areas, serving as the single point of contact for all program applicants and borrowers within their respective areas.
2. The offices provide guidance to applicants and borrowers on RUS and RTB loan policies and procedures, and make recommendations to the Administrator on applications for loans, guarantees, and grants.
3. The offices assures that borrower systems and facilities are designed and constructed in accordance with the terms of the loan, acceptable engineering practices and specifications, and acceptable service and loan security standards.
4. Assures that completed construction meets acceptable standards for quality of service and loan security.
5. Reviews, analyzes, and takes appropriate action on borrowers' toll revenue settlements and local service rates.
6. Maintains necessary oversight of borrowers' management and technical operations and practices to assure the security of the Government's loans.

15 14 Assistant Administrator - Water and Environmental Programs

Assignment of Functions

1. Is responsible to the Administrator for directing and coordinating a nationwide Water and Waste Disposal Program for RUS as authorized under Section 306 of the Consolidated Farm and Rural Development Act, as amended (7 U.S.C. 1926).
2. Participates with the Administrator and other officials in planning and formulating the programs and activities of RUS.
3. Oversees administration of RUS policies on making and servicing loans and grants for water and waste facilities in rural America.
4. Oversees administration of the development of engineering policies, guidelines, and practices related to the construction and operation of community water and waste disposal systems.
5. Oversees the development and coordination of RUS environmental programs with regard to the Water and Waste disposal Program.
6. Maintains knowledge of the statutes authorizing the respective programs, and drafts proposed legislation revisions as needed. Also maintains knowledge of social, economic, and credit conditions in rural areas.
7. Directs the planning and development of an annual budget for water and waste disposal projects. This funding is part of an overall Agency authorization. Once approved, recommends and monitors allocations made to the States.
8. Plans and manages the budget for all staff field trips to evaluate field operations, train field employees, and other program purposes.
9. Keeps current and fully informed of the effectiveness of existing policies and practices. Plans and initiates actions independently, and based on findings, affects appropriate changes to improve or facilitate operations. Directs the preparation and dissemination of special notices, program releases, and training materials for such purposes.

15 14 01 Water Programs Division

Assignment of Functions

1. Is responsible to the Assistant Administrator, Water and Environmental Programs for administering Water and Waste Disposal loan and grant making and servicing activities nationwide authorized under Section 306 of the Consolidated Farm and Rural Development Act, as amended. (7 U.S.C. 1926). Also administers the Water and Waste Disposal special authorities authorized under Section 306 of the Consolidated Farm and Rural Development Act, as amended.
2. Serves as the headquarters office that directs the Water and Waste Disposal loan and grant making, servicing, and special authorities activities of the National and field staffs. Proposes and implements policies and regulations related thereto.
3. Allocates loan and grant funds to field offices and manages National Office reserves.
4. Provides training for key field staff. Reviews and evaluates the work of field office staffs.
5. Concurs in the approval of loans and grants.
6. Maintains a liaison with national interest groups interested in the development of rural water and waste disposal facilities. Consults with other Federal agencies that finance or regulate water and waste disposal facilities.
7. Responsible for the overall upkeep, improvement, and implementation of the Water and Waste Disposal program management data system "Rural Community Facility Tracking System (RCFTS)," including training of national and field staffs.
8. Responsible for coordinating with the Engineering and Environmental Staff to implement National Environmental Policy Act and other environmental requirements, including providing training.
9. Responsible for meeting with and responding to Congressional offices, public interest groups, and the general public.
10. Liaison with the Budget Staff on program budget matters, including preparation of budget justifications.

15 14 03 Engineering and Environmental Staff

Assignment of Functions

1. Is responsible to the Assistant Administrator, Water and Environmental Programs for engineering activities at all stages of program implementation, including: review of preliminary engineering plans and specifications, procurement practices, contract awards, construction monitoring, and system operation and maintenance.
2. The staff also develops RUS engineering practices, policies, guidelines, and technical data related to the construction and operation of community water and waste disposal systems.
3. Responsible for coordinating environmental policy and providing technical support in areas such as: hazardous waste, debarment and suspension, flood insurance, drug free workplace requirements, and development and review of computer program software to assist in program implementation.
4. Provides technical support and training to all national and field office staff members in all areas of responsibility in order to effectively carry out developed policies and procedures.

RURAL BUSINESS-COOPERATIVE SERVICE

32 11 Office of the Administrator

A. Assignment of Functions

1. Is responsible to the Under Secretary, Rural Development, for managing and administering the programs and support functions of RBS to provide assistance to disadvantaged communities through grants and loans and technical assistance to businesses and communities, rural citizens, cooperatives, pursuant to the following authorities:

- (1) The Rural Electrification Act of 1936, as amended (7 U.S.C. 940c and 950aa et seq.).
- (2) The Consolidated Farm and Rural Development Act (7 U.S.C. 1921 et seq.).
- (3) The Cooperative Marketing Act of 1926 (7 U.S.C. 451-457).
- (4) The Agricultural Marketing Act of 1946 (7 U.S.C. 1621-1627).
- (5) The Food Security Act of 1985 (7 U.S.C. 1932).

These grants, loans, and technical assistance improve community welfare by enhancing organizational and management skills, developing effective economic strategies, and expanding markets for a wide range of rural products and services.

2. Assists the Secretary in providing leadership and coordination to national and local rural economic and community development efforts.
3. Oversees the administration and delivery of RBS programs in the designated State offices.
4. Represents the Secretary and Under Secretary with Congress, OMB, other Federal and State agencies, special interest groups, and the general public.
5. Assures achievement of the Administration's objectives on diversity and outreach in program administration and delivery.
6. Assures that public information and activities are coordinated between RBS and Departmental public affairs offices, and that such activities reflect outreach, programs, and technical assistance efforts on the part of RBS to improve the quality of life for rural America.

B. Availability of Information

Information concerning RBS may be obtained from the Office of Communications, Operations and Management, Rural Development, U.S. Department of Agriculture, Stop Code 0705, 1400 Independence Avenue, SW., Washington, DC 20250-0705.

C. Regulations

Regulations governing RBS may be found in Title 7, Code of Federal Regulations, parts 700-2054 and 4200 through 4299.

D. Historical Documents

For creation of RBS, see Title II of Pub. L. 103-354, the Department of Agriculture Reorganization Act of 1994 (7 U.S.C. 6944).

32 11 00 0001 Resources Coordination Staff

Assignment of Functions

1. This staff is responsible to the Administrator, RBS, for preparing legislative initiatives and modifications for RBS program enhancement, in coordination with the appropriate Rural Development mission area policy officials. Maintains awareness of legislative and regulatory proposals from sources outside RBS. Monitors legislative and regulatory actions that potentially impact RBS functions.
2. Staff serves as liaison on budgetary and financial management matters between RBS staff and the Office of the Controller, and assists the Administrator in presenting and supporting RBS's budget and program plans.
3. The staff also advises the Administrator and key RBS officials on management issues and policies related to: human resources, labor relations, civil rights, EEO, space, equipment, travel, Senior Executive Service and Schedule C activities, contracting, automated information systems, accounting, and other related matters. Provides analysis and recommendations on the effectiveness of administrative and management activities. Assesses RBS's needs and deficiencies and initiates or recommends positive action. Performs liaison functions between the Agency and the Office of the Deputy Under Secretary for O&M on a wide variety of administrative functions.

32 12 Alternative Agricultural Research and
Commercialization Corporation
(Serviced by RBS)

Assignment of Functions

1. For budget and accounting purposes, this Corporation is assigned to RBS. Is responsible directly to the Office of the Secretary for providing and monitoring financial assistance for the development and commercialization of new nonfood and nonfeed products from agricultural and forestry commodities in accordance with 7 U.S.C. 5901 et seq.
2. Acts as a catalyst in forming private and public partnerships.
3. Promotes new uses of agricultural materials.
4. Expands market opportunities for U.S. farmers through development of value-added industrial products.
5. Promotes environmentally friendly products.
6. Facilitates the collection and dissemination of information concerning the New Uses movement in agriculture.
7. Develops international contacts to expand the awareness of New Uses.
8. Preferentially invests in small firms in rural areas, providing employment in underdeveloped sectors of the U.S. economy.

32 13 Office of the Deputy Administrator, Business Programs

Assignment of Functions

1. Is responsible to the Administrator, RBS, for overseeing and coordinating the Business and Industry Guaranteed and Direct Loan programs, Intermediary Relending Program loans, Rural Business Enterprise grants, Rural Business Opportunity grants, Rural Economic Development loan and grant programs, and the Rural Venture Capital Demonstration Program.
2. Participates in policy planning, program development, and evaluation activities for RBS.
3. Evaluates Government programs and policies and changes in the rural economic and social environment for impact on loan and grant programs and development of innovative business development approaches.
4. Directs the development and maintenance of policy and regulations. Directs the processing, approval, and servicing of business loans and grants.
5. Oversees providing technical assistance to field employees and borrowers on loan processing and servicing.
6. Directs development of approval criteria and performance standards for loans and grants.
7. Monitors the review of large, complex, or potentially controversial loan and grant dockets.
8. Monitors the direction and coordination of business loan and grant programs.
9. Uses statistics, databases, and analysis of these items to establish, amend, or support program policy and to respond to public or private requests for information.
10. Oversees the collection of statistics, maintenance of databases, and provides analysis and planning support regarding business programs and loan and grant processing, and servicing.

32 13 00 0001 Processing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Business Programs, for developing and maintaining loan processing regulations. Directs the processing and approval guaranteed and direct business and industry loans, and the Rural Venture Capital Demonstration Program.
2. Provides technical assistance to field employees and borrowers on loan processing and other activities.
3. Develops approval criteria and performance standards for loans.
4. Reviews large, complex, or potentially controversial loan and grant dockets.
5. Recommends plans, programs, and activities related to business loan programs.
6. Provides environmental guidance and support.
7. Uses statistics, databases, and analysis of these items to establish, amend, or support program policy and to respond to public or private requests for information.
8. Oversees the collection of statistics, maintenance of databases, and provides analysis and planning support regarding business loan and grant program activities.

32 13 00 0002 Servicing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Business Programs, for developing and maintaining servicing regulations. Directs the servicing of business loans and grants.
2. Provides technical assistance to field employees and borrowers on servicing business loans and grants.
3. The division reviews large, complex, or potentially controversial loan and grant dockets related to loan servicing.
4. Develops servicing criteria and performance standards for loans and grants.
5. Recommends servicing plans, programs, and activities related to business loan and grant programs.
6. Provides environmental guidance and support.
7. Uses statistics, databases, and analysis of these items to establish, amend, or support program policy and to respond to public or private requests for information.
8. Oversees the collection of statistics, maintenance of databases and provides analysis and planning support regarding business loan and grant programs servicing.

32 13 00 0003 Specialty Lenders Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Business Programs, for directing, and developing and maintaining regulations concerning the processing and approval of Intermediary Relending loans, Rural Business Enterprise grants, Rural Business Opportunity grants, and the Rural Economic Development loan and grant programs.
2. Provides technical assistance to field employees and borrowers on loan and grant processing and other activities.
3. The Division also develops approval criteria and performance standards for loans and grants and other activities.
4. Reviews large, complex, or potentially controversial loan and grant dockets.
5. Recommends plans, programs, and activities related to business loan and grant programs.
6. Provides environmental guidance and support.
7. Uses statistics, databases, and analysis of these items to establish, amend, or support program policy and to respond to public or private requests for information.
8. Oversees the collection of statistics, maintenance of databases, and provides analysis and planning support regarding business loan and grant program processing and other activities.

32 14 Office of the Deputy Administrator, Community Development

Assignment of Functions

1. For budget and accounting purposes, this office is located under RBS. Is responsible to the Under Secretary, Rural Development, for coordinating and overseeing all functions in the Community Outreach and Empowerment Program areas.

2. Assists in providing leadership and coordination to National and local rural economic and community development efforts.

32 14 00 0001 Empowerment Program Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Community Development, for formulating policies and developing plans, standards, procedures, and schedules for the accomplishing RBS activities related to "community empowerment programs," including EZ/EC, AmeriCorps, and other initiatives.
2. Develops informational materials and provides technical advice and services to support States on community empowerment programs.
3. Also generates information about rural conditions and strategies and techniques for promoting rural economic development for community empowerment programs.
4. Develops and maintains liaison with other USDA Agencies, other Federal Departments, State, local, and private organizations, and universities regarding strategies and methods for promoting comprehensive community and economic development.
5. Recommends programming and policy changes to meet the goals and objectives for national community empowerment policy, including community empowerment programs.
6. Develops and maintains a base of program, statistical, and other information of use to community empowerment programs in reassessing and implementing community empowerment strategic plans.

32 14 00 0002 Community Outreach Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Community Development, for designing and overseeing overall systems and developing resources to support State and community level implementation activities for RBS programs.
2. Designs program delivery systems and tools, removes impediments to effective community-level action, supports field offices with specialized skills, and builds future organizational capacity (budget, authority, mission, vision) for RBS programs.
3. Provides data and technical assistance to State and Area Offices in targeting outreach and assistance to communities with high priority for RBS investments.
4. Develops methods for working with rural business intermediaries to assist them in providing technical assistance to new, small business.
5. For RBS programs, establishes partnerships with National organizations with grass-roots membership to assure that programs and initiatives are designed and implemented in a way that empowers communities to undertake self-directed development.
6. Provides Internet-based services to 1890 Land-grant universities, EZ/EC, and AmeriCorps volunteers, linking RBS information support to communities with high levels of need.

32 15 Office of the Deputy Administrator, Cooperative Services Programs

Assignment of Functions

1. Is responsible to the Administrator, RBS, for providing service to cooperative associations by administering a program of research and analysis of economic, social, legal, financial, and other related issues concerning cooperatives.
2. Administers programs to assist cooperatives in the organization and management of their associations.
3. Administers a program for economic research and analysis of the marketing aspects of cooperatives and on the application of economic research findings to improve the cooperatives' position in the marketplace.
4. Administers and monitors activities of the National Sheep Industry Improvement Center.
5. Oversees activities and facilitates work of the Appropriate Technology Transfer to Rural Areas Program.
6. Develops approval criteria and the administers Rural Cooperative Development Grant program.
7. Collects, analyzes and disseminates statistics and history of U.S. cooperatives for research, technical assistance, informational, and educational purposes

32 15 00 0001 Cooperative Marketing Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Cooperative Services Programs, for participating in the formulation of National policies and procedures on cooperative marketing.
2. Conducts research and analysis and gives technical assistance to farmer cooperatives on cooperative marketing of specialty crops, grains, oilseeds, fruits, vegetables, and nuts to improve cooperatives' market performance through operational, organizational, pricing, and marketing strategy adjustments.
3. Conducts research and analysis and gives technical assistance to farmer cooperatives on marketing of livestock, aquaculture, forestry, poultry, semen, milk, and dairy products to improve their market performance and economic position.
4. Provides research, analysis, and technical assistance to U.S. cooperatives in order to enhance their role in exporting and importing agricultural commodities and other products for the benefit of U.S. producers.

32 15 00 0002 Cooperative Development Division

Assignment of Functions

1. Is responsible to the Deputy Administrator, Cooperative Services Programs, for participating in the formulation of National policies and procedures on cooperative development.
2. Conducts evaluations and analysis of proposed new cooperatives to advise on their viability and to develop plans for implementing feasible operations.
3. Advises and assists rural resident groups and developing cooperatives in implementing sound business plans for new cooperatives.
4. Provides research, analysis, and technical assistance to rural residents on cooperative development initiatives and strategies to improve economic conditions through cooperative efforts.
5. Produces educational materials and provides training to cooperative managers, members, and those who provide services to cooperatives to increase their knowledge of cooperative principles and operations.

32 15 00 0003 Cooperative Resource Management Division

Assignments of Functions

1. Is responsible to the Deputy Administrator, Cooperative Services Programs, for participating in the formulating of National policies and procedures on cooperative resource management.
2. Conducts research and analysis and gives technical assistance to cooperatives on financial issues to help them establish sound and equitable financial programs and policies.
3. Conducts research and analysis and gives technical assistance to cooperatives on their overall structure, strategic management and planning, and operational characteristics to improve their use of resources, financial policies, and ability to adapt to market conditions.
4. Conducts research and analysis of policy, taxation, Federal laws, State statutes, and common laws that apply to cooperative incorporation, structure, and operation to assist cooperatives in meeting legal requirements on policy and taxation.
5. Conducts research and provides training and counseling to new and established cooperatives to help them solve problems in governance and member communication and relations programs.
6. Provides research, analysis, and technical assistance to cooperatives on cooperative farm supplies, management, and other services to produce more effective and efficient distribution.

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2003-A Exhibit B not automated see manual