

## Chapter 10

### Office of Administrative Support

**Introduction.** The Office of Administrative Support, under the supervision of the Director, provides technical and administrative support services, personnel and physical security, protective services, and automated information systems security for the GPO.

#### 1. Office of the Director

a. Plans, directs, and coordinates GPO's emergency preparedness; technical and administrative support services; physical, personnel and automated information security; law enforcement and crime prevention services; and antiterrorist threat programs for the protection of GPO assets, employees, property, and facilities throughout the United States.

b. Develops policy and procedures in the areas of personnel, physical, and automated information systems security. Implements approved policy.

c. Serves as the Agency's Mail Manager and acts as the official liaison between GPO and the U.S. Postal Service and General Services Administration on mail management situations.

d. Provides a consistent and comprehensive level of program and operational analysis to ensure adherence to GPO policy in administrative and technical support matters.

e. Oversees Office-wide programs in all disciplines of records/information management, including, mail, copiers, microfilming, correspondence, reports, disposition and retention of records, directives, and forms.

f. Serves as Records Officer for GPO and acts as official liaison with the National Archives and Records Administration concerning records management.

g. Functions as the GPO Emergency Coordinator and develops plans and procedures to be activated in the event of a national emergency requiring mobilization and/or civil defense measures.

h. Develops plans and procedures to be implemented during any emergency threatening the safety of GPO employees or property, to include the activation and operation of the Emergency Command Center.

i. Supervises security efforts to enforce the laws and regulations, which impact on GPO-owned and -controlled property, and provides for a rapid response to all intrusions, fires, and other emergency alarms originating from GPO facilities.

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j. Oversees the operation of the GPO Cafeteria and various Office-wide administrative support programs, including internal printing and publications, pay parking, subscriptions, official business travel, charge cards issued to official travelers, and the GPO motor pool.

k. *Personnel Security Staff*

(1) Administers the Agency's personnel security program to ensure that only those individuals, whose employment, or retention in employment, or selection for a sensitive position, is consistent with the best interests of the Federal Service and the National Security, are employed, retained, or selected.

(2) Requests, coordinates, conducts, and controls security and suitability investigations; determines their adequacy and resolves questionable information; adjudicates investigations of applicants and employees for assignment to sensitive and nonsensitive positions; provides security briefings and debriefings; and grants security clearances in accordance with the GPO's Personnel Security Program.

(3) Refers loyalty and suitability cases requiring possible administrative action through channels to appropriate offices in accordance with applicable security and personnel regulations.

(4) Performs a continuing review of sensitive position requirements; determines the extent of investigation necessary for security clearances and sensitive positions when employees are promoted, reassigned, or reinstated to sensitive positions; and maintains the 5-year update reinvestigation program.

(5) Recommends and implements policies and procedures to ensure the effectiveness of the GPO Personnel Security Program. Monitors the results of these implementations to ensure compliance.

(6) Serves as technical advisor to all GPO operating officials on matters of personnel security.

(7) Maintains continuing liaison with personnel security officials of other Federal agencies and with appropriate Federal, state, and local law enforcement agencies.

**2. Automated Information Systems Security Group**

a. Develops, coordinates, and implements plans and policies relating to GPO's Automated Information Systems Security Program.

b. Conducts automated information security evaluations and inspections, recommends to GPO officials appropriate administrative procedures or physical changes to enhance automated information systems security, and reviews implementation plans and recommends security features.

c. Ensures compliance with established rules and regulations regarding GPO's Automated Information Systems Security Program, and recommends corrective action for recurring and/or serious security violations.

d. Recommends appropriate security measures to safeguard GPO's automated information systems.

e. Provides expert technical advice on automated information projects to management and appraises management of alternatives, beyond those originally proposed, which may be more efficient or cost effective.

f. Maintains a current awareness of the developments in data security techniques, devices, systems, and theory.

g. Interprets and implements various GPO Instructions, Office of Management and Budget Circulars, and National Institute of Standards and Technology standards regarding automated information systems security.

### **3. Technical Services Group**

a. Develops and implements GPO programs to ensure the efficiency and cost effectiveness of GPO copiers and microfilm equipment.

b. Develops and implements the GPO Mail Management Program to ensure the maximum economic benefit in all mail management activities, and develops and updates, as necessary, a GPO Mail Management Manual.

c. Develops and maintains a mail data reporting system for proper computation accountability and payment to the United States Postal Service (USPS).

d. Monitors usage of official GPO mail, endorsements, formats, and markings.

e. Establishes guidelines for usage on the various classes of mail services.

f. Develops and prepares budget estimates and purchase requests for all GPO postage expenses.

g. Develops year-end postage report for transmittal to USPS.

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- h. Obtains appropriate GPO postal permits for contractual and special rate mailings.
- i. Conducts liaison and represents GPO on mail management matters.
- j. Develops systems and procedures to ensure top management is fully informed as to current internal and external mail management developments.
- k. Conducts comprehensive management studies of mail processing procedures to ensure the effectiveness and efficiency of GPO mailing operations and develops recommendations based on the studies.
- l. Receives, processes, and delivers mail to various GPO offices and activities.
- m. Operates GPO messenger center for receipt and distribution of printed materials picked up by messengers for other Government agencies, contractors, and customers.

#### **4. Administrative Services Group**

- a. Develops and implements programs to ensure maximum economic benefits are attained in all disciplines of paperwork/information management, including correspondence, reports, forms, and disposition/retention of records, particularly vital records.
- b. Develops and maintains general purpose information management systems to ensure necessary approval of policies and procedures and dissemination of information to those affected through the GPO Directives System or similar distribution systems.
- c. Supervises the GPO Records Management Program to ensure conformance with Federal laws and regulations governing the maintenance, storage, and disposition of records.
- d. Inputs approved GPO Directives into the GPO Directives System database and maintains controls over the storage and retrieval of the information in that system.
- e. Supervises the GPO Forms Management Program to provide for the development, standardization, and improvement of all GPO forms.
- f. Develops and maintains an Office-wide Correspondence Management Program to provide for the use of form and guide letters where practical and issuance of a GPO Correspondence Manual to provide guidelines for standardization of all GPO correspondence.
- g. Develops and maintains distribution systems to ensure all levels of management are fully informed as to current internal and external developments (e.g., Federal Property Management Regulations, Federal Register, GPO subscriptions, etc.).

h. Originates, or otherwise obtains, edits, and submits for publication, new or revised material for the GPO portions of the “Congressional Directory”, “The United States Government Manual,” “Congressional Staff Directory”, and similar publications.

i. Supervises the Internal Printing and Publications Program to ensure conformance to Joint Committee on Printing (JCP) regulations as they relate to the development, production, procurement, or distribution of printing and binding services.

j. Conducts liaison, internal and external, on all GPO paperwork/records management matters, including, but not limited to, standard and optional forms.

k. Approves and assigns requisition numbers for all printing and binding requisitions for services intended for in-house use.

l. Develops and implements the GPO Pay Parking Program.

m. Develops and implements the GPO Subscription Program.

n. Develops and implements the GPO Official Business Travel Program. Controls the issuance of charge cards and audits travel and transportation expenses. Provides advice and assistance for official business travel.

o. Monitors and conducts inspections of GPO Cafeteria and Vending Machines located on GPO property to ensure vendor's compliance with food service contract.

p. Develops, maintains, and controls GPO Intranet applications regarding the Office of Administrative Support programs and services in order to facilitate and expedite the sharing of information with other GPO offices.

## **5. Physical Security Group**

a. Conducts physical security surveys and crime prevention inspections, recommends to GPO officials appropriate procedural or physical changes to enhance security, and reviews new construction plans and recommends security features.

b. Conducts investigations of physical security violations and other mission investigations.

c. Recommends and coordinates the installation of alarm systems, closed circuit television and other electronic protective systems, and key and lock control systems.

d. Conducts a physical security orientation program.

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e. Recommends physical security countermeasures to be implemented to deter terrorist threats directed against the GPO.

h. Recommends appropriate physical security measures to safeguard national security information.

i. Maintains the identification badge and key and lock control programs, and provides for weapons maintenance and repair.

j. Provides for the operational readiness of the Emergency Command Center and the continued operation of the Washington Law Enforcement System (WALEs) computer system.

k. Operates GPO's automated central security alarm and access control systems.

l. Oversees and provides technical security advice and logistical support to the Uniformed Police Branch.

m. *Uniformed Police Branch*

(1) Provides protective, peacekeeping, crime and loss prevention, and law and regulations enforcement services on GPO property and adjacent areas in the Washington, DC, area.

(2) Provides protection for GPO's buildings and grounds and a deterrent against terrorist threats directed against GPO employees and property.

(3) Investigates employee misconduct and violations of law or regulation not involving fraud, waste, mismanagement, or abuse (e.g., incident, administrative, and vehicular accident investigations). Coordinates investigative activities with appropriate law enforcement, investigative, judicial, and administrative authorities.

(4) Patrols assigned areas of responsibility and responds to intrusion detection, fire, and other emergency alarms originating from GPO facilities in the Washington, DC, area.

(5) Provides security for classified information and materials, coordinates bomb searches, reports safety and fire hazards, and maintains and enforces the access control systems.

**OFFICE OF ADMINISTRATIVE SUPPORT**

