

## Administration



Nancy W. Williams is the Chief of the Office of Administration. The Office of Administration is responsible for the planning, programming, budget and policy decisions for administrative services, as well as risk management and implementation of internal controls. The office's mission is to provide the essential services, policy, guidance and internal controls necessary to support USCIS operations and their customers in a manner that is forward-looking, responsive and professional. The Office of Administration manages three functional lines of business

which strengthen the infrastructure necessary to achieve USCIS' mission: 1) real property and lease acquisition; 2) procurement and contract administration and 3) asset management.

The **Facilities Management Division** oversees investment and management of real property assets in the form of leases to support USCIS' mission. The division manages the rent, operations and investment budget and develops standards to assist in the various phases of planning and managing space. The division manages 5.3 million square feet of leased space and an annual rent budget of approximately \$150 million. The Facilities Management Division property investment, operations and disposal decisions are supportive of core mission activities. The goal is to provide a safe, secure and productive work environment for USCIS' employees and customers.

The **Field Support Division**, located in Burlington, VT, is responsible for program execution and providing direct support to USCIS field locations nationwide. The Office of Administration serves as the acquirer and sustainer of the physical and material resources essential to support the productive and efficient operation of the agency and its programs. Furthermore, the Field Support Division serves the supplier and custodian of assets, maintaining the agency's facilities and property.

The **Acquisition and Asset Management Division**, in close cooperation with the **Field Support Division**, provides the management and oversight for the acquisition of goods and services for USCIS. The Procurement Branch is responsible for approximately \$1 billion in annual acquisitions, as well as the administration of \$4.3 billion in existing contracts. The USCIS Contracting Officer Technical Representative program works closely with the Acquisition and Asset Management Division, in advanced acquisition planning and the development of major acquisition plans. The headquarters Acquisition Branch of the Acquisition and Asset Management Division also manages the Senior Review Board, an internal committee that oversees all agency acquisitions of more than \$500,000.

The Asset Management Branch of the Acquisition and Asset Management Division provides guidance and assistance to USCIS offices regarding all aspects of personal property management and accountability, including the physical inventory and disposal of property items. The Asset Management Branch also provides training to all property custodians on the automated Department of Homeland Security personal property system and oversight of fleet management, transit subsidy and other support services.

The Office of Administration is subject to several performance measures including departmental and presidential requirements to ensure proper management of USCIS' assigned resources. These directives establish internal control procedures to facilitate USCIS' risk management process and reduce the possibility of waste, fraud and abuse of government resources.

Office of Administration employees continue to work diligently toward achieving maximum results for the greatest return.



San Francisco District Office



San Francisco District Office Information Counter

USCIS

# Organizational Chart



# Administration

