DEPARTMENT of HEALTH and HUMAN SERVICES

Fiscal Year

2017

Service and Supply Fund

Justification of Estimates for Appropriations Committee

SERVICE AND SUPPLY FUND

TABLE OF CONTENTS

SERVICE AND SUPPLY FUND

(Dollars in Thousands)

SSF	Most Recent FY 2016 Apportionment	FY 2016 PB	FY 2016 Board Approved	FY 2017 Board Approved/ Request	FY 2017 +/- FY 2016
BA	$1,189,682	$1,201,716	$1,190,435	$1,227,472	$37,037
FTE	1,175	1,311	1,233	1,233	0

Authorizing Legislation: 42 U.S.C. 231
2017 Authorization……………………………………………………………………………………………….…..…Indefinite
Allocation Method ……………………………………………………………………………………………Contract, Other

Statement of the Budget

The FY 2017 budget for the Service and Supply Fund (SSF) is $1,275,352, which reflects no increase above the FY 2016 SSF Board-approved level.

The Program Support Center's (PSC) budget request for FY 2017 is $801,085, which is the same as the FY 2017 Board-approved level. The PSC continues efforts of the PSC SMART (Save, Manage and Assess our Resources Together), which was implemented in FY 2013. The total FY 2017 request for the non-PSC SSF Activities is $426,387, which reflects no change from the FY 2016 Board-approved level. Additional information regarding the budgets for each SSF activity can be found in the narrative.

Program Description – Service and Supply Fund Overview and Activity Narratives

This section describes the activities funded through the HHS' Service and Supply Fund (SSF), which is a revolving fund authorized under 42 U.S.C. 231. The SSF provides consolidated financing and accounting for business-type operations which involve the provision of common services to customers. The SSF is governed by a Board of Directors, consisting of representatives from each of the Department's ten (10) Operating Divisions (OPDIV), the PSC and the Office of the Secretary. A representative from the Office of Inspector General (OIG) serves as a non-voting member of the SSF Board.

The SSF does not have its own annual appropriation but is funded entirely through charges to its customers (HHS' Operating Divisions (OPDIV) and Staff Divisions (STAFFDIV) in addition to other federal departments and agencies) for their usage of goods and services. The SSF is comprised of two categories of activities: the Program Support Center and those activities which are performed by other OS components. Each activity financed through the SSF is billed to the Fund's customers by either fee-for-service billing, which is based upon actual service usage, or by an allocated methodology. Details of the FY 2017 SSF activities are described below.

Program Support Center

The Program Support Center organizationally resides under the Assistant Secretary for Administration, Office of the Secretary and operates under authorizing legislation 42 USC §231 as amended.
The Program Support Center (PSC) is committed to providing the best value in terms of cost and service quality to its customers. In a proactive effort to contain costs, the PSC again deployed its SMART (*S*ave,

*M*anage and *A*ssess our *R*esources *T*ogether) Program for the FY16/17 budget formulation process. This comprehensive, "bottom-up" analysis of PSC's operations identified areas for additional cost reductions, efficiencies, cost avoidance and opportunities for revenue growth.

PSC tracks performance in terms of its strategic goals. These goals focus primarily on delivering products and services that are recognized both as high quality, and as providing value. The organization strives to achieve three primary outcomes: higher service quality, lower operating costs and reduced rates for customers. By working to reach these outcomes, PSC supports the Department's efforts for responsible stewardship and effective management.   Details are outlined in the performance review section.

PSC continues to evolve as a shared service provider, as it continues to seek business growth, both inside and outside the HHS, when it makes business sense. PSC growth is important to meet the HHS mission's need for program support, and reduce unit costs to all customers through economies of scale.

Administrative Operations Portfolio (AOP): Administrative Operations Portfolio (AOP) provides a wide range of administrative and technical support services to customers within HHS and to other federal agencies. Major services include:
- Mail and Publishing Services – graphic arts, digital conversion services, printing procurement, Departmental Forms Management, HHS Printing Policy, mail screening, mail operations for the National Capital, Kansas City and New York City Regions, and HHS Mail Policy;
- Federal Response Services – Freedom of Information Act Services - tracking appeals and requests, coordinating searches for responsive records, reviewing documents for responsiveness, identifying whether sensitive information can be protected from public disclosure, reviewing appeals and making final appeal HHS recommendations regarding disclosure decisions, Contact Center, and the HHS Toll Free Hotline;
- Transportation Services – Transit subsidy program management, driver services, travel policy, travel program management, travel charge card management, purchase card management, fleet policy, vehicle leasing services, and primary role for transition to ETS2 (travel system);
- Other Administrative Support – Board for Corrections

Real Estate Logistics (REL): Real Estate and Logistics Portfolio (REL) provides real estate, logistics and related services to HHS and other federal agencies, as well as policy guidance to HHS entities. Major services include:
- Real Property Management Services –space design planning, utilization and compliance, management for transfer of surplus real property to non-profit entities (McKinney-Vento Homeless Assistance Act), and real property oversight/policy development.
- Supply Chain Management Services (formerly Warehouse and Logistics Services) – personal property management, warehousing, distribution, medical supply fulfillment, publication fulfillment, personal property disposal and labor services.
- Building Operations Services (formerly Facilities Management Services) – facilities operations, maintenance, shredding, parking service, regional support services and conference room reservation tool services.

Occupational Health Portfolio (FOH): The Occupational Health Portfolio (FOH) provides comprehensive, high-quality, customer-focused occupational health services in strategic partnership with Federal agencies nation-wide to improve the health, safety, and productivity of the Federal workforce.

Approximately 94% of FOH's services are provided to Federal agencies outside of HHS. To better serve its customers, FOH has re-structured operations into four Service Lines:

- Clinical Health Services (CHS) provide services which include: medical employability, medical surveillance exams/follow-up, medical clearances, FedStrive Advantage, workers compensation programs, and on-site health center services.
- Wellness and Health Promotion Services (WHPS) provides fitness center oversight and health promotion activities, such as health coaching, health education, and promotion of programs to support healthy behaviors which contributes to increased employee productivity through better health behaviors.
- Behavioral Health Services (BHS) provides professional services for: assessment, short-term counseling, referral, and critical incident response. This improves the well-being of federal employees, and helps employees better manage their personal and professional responsibilities which in turn helps improve productivity.
- Environmental Health and Safety Services (EHS) offers a wide variety of services including environmental and occupational safety compliance, industrial hygiene assessments, laboratory analysis of environmental samples, urgent response management, and other environmental consulting services. The Emergency Management functions included in FOH's Safety, Incident, and Emergency Management line are proposed to be transferred to OSSI Physical Security in FY16.

Financial Management Portfolio (FMP): Financial Management Portfolio (FMP) serves as a major foundation of the Department's finance and accounting operations through administration of grant payment management services, accounting and fiscal services, debt management services, and rate review/negotiation and approval services.

FMP provides these services on behalf of the Department and other Federal agencies. Fiscal, technical, and policy guidance is offered to assist in implementing new initiatives across HHS and other agencies and to ensure compliance with regulatory requirements. FMP continues to be a leader in supporting the Department's clean audit opinions from independent audit firms.

Procurement Management Portfolio (PMP): Procurement Management Services (PMP) is responsible for providing fully integrated acquisition and strategic support services to HHS and other Federal agencies. PMP streamlines procurement operations in HHS through activities such as the reduction of duplicate contracts, the use of consolidated contracts and the implementation of new procurement practices designed to provide higher quality procurement services at reduced cost. PMP is comprised of the Office of the Director, Divisions of Negotiated Acquisitions, Assisted Acquisitions, Functional Acquisitions and Quality Assurance.

Non-PSC Activities

Non-PSC activities differ from those provided by the PSC in their predominate focus, which is helping HHS components comply with law, regulations, or other federal management guidelines, as well as targeted workforce management. The non-PSC activities support all components of HHS, providing support in areas such as acquisitions management, audit resolution, responding to and processing Federal tort claims, collecting and managing grants data to ensure HHS' ability to respond to regulatory requirements, providing human resources and equal employment opportunity services, and providing IT support and devices.

Acquisition Integration and Modernization (AIM): The Acquisition Integration and Modernization (AIM) program was created to capture knowledge, create standardization and provide one source for the HHS Acquisition Workforce (HHSAW) to access policies, guidance, and other acquisition tools. The program supports the acquisition related mission needs of the Department, providing tools to insure that the acquisition lifecycle processes are efficiently executed and complies with statutory requirements. The AIM program is managed by the Office of Acquisition Policy within the Division of Acquisition, under the Office of Grants and Acquisition Policy and Accountability, which is within the office of the Assistant Secretary for Financial Resources.

Audit Resolution Division (AR):   On behalf of the OPDIVs/STAFFDIVs, the OS Audit Resolution Division and Improper Payments Division (AR/IP) resolves cross-cutting OMB Circular A-133 audit findings that affect the awards of multiple OPDIVs/STAFFDIVs. The audit resolution function includes: (1) reviewing findings and the related corrective action plans; (2) issuing management decisions to grantees in reference to audit findings; (3) monitoring grantees' corrective actions to ensure that these actions are appropriate and timely; (4) providing Departmental leadership and policies; (5) identifying grantees for follow-up by OPDIVs/STAFFDIVs who have failed to submit their required annual single audit report; and (6) implementing the Department's Shared Single Audit Resolution Vision to comply with the new Uniform Guidance (2 CFR Part 200).

Category Management (formerly known as Strategic Sourcing): Category Management uses a structured approach focused around defining products and services that behave in a similar manner. Category management creates common categories of products and services across Federal agencies and allows the Federal Government to buy smarter and more like a single enterprise. This is a fundamental shift from the practice of handling purchasing, analyzing pricing, and developing vendor relationships individually within thousands of procurement units across government. A coordinated implementation of the category management business model will enable the federal government to eliminate redundancies, increase efficiency and effectiveness, and boost satisfaction with the products and services we deliver. Category management will provide greater visibility into overall costs and will provide a holistic approach in evaluating/developing solutions to minimize redundancies, and reduce total cost of ownership to the Government and taxpayers.

Commissioned Corps Force Management (CCFM): The United States Public Health Service Commissioned Corps (the Corps) provides officers and services to over 20 federal agencies and operating divisions within 9 U.S. Departments. The Commissioned Corps Force Management (CCFM) activity is within the Office of Assistant Secretary for Health (OASH) and administered by the Office of the Surgeon General (OSG) through a Commissioned Corps Headquarters (HQ) consisting of the Division of Commissioned Corps Personnel and Readiness (DCCPR) and Division of Systems Integration (DSI). The force management activity includes all functions of a uniformed service (deployment and preparedness, policy, recruitment, commissioning, medical affairs, administrative actions, uniformed service indoctrination etc.)

Departmental Contracts Information System Program (DCIS): Departmental Contracts Information System supports the acquisition related mission needs of the Department and ultimately assures compliance with various open government and transparency initiatives. The program is managed by the Office of Acquisition Business Systems within the Division of Acquisition, under the Office of Grants and Acquisition Policy and Accountability (OGAPA) which is within the Office of the Assistant Secretary for Financial Resources.

Departmental IT Management (DITM): Departmental IT Management is a Cost Center under OCIO that provides Portfolio Management, Vendor Management and Enterprise Architecture to the Department. The following DITM activities are resourced through the Service & Supply Fund (SSF):

- *Enterprise Strategy & Governance* is responsible for determining the long-term IT vision and strategy for HHS while working in conjunction with the IT Steering Committees.
- *Enterprise IT Finance and Acquisitions* leads the integration of HHS IT and programmatic budgets to ensure alignment for IT budget formulation, planning and execution.
- *Investment Portfolio Management and Control Division* encompasses several disciplines that will lead the HHS EPLC governance process, IT Program/Project management and portfolio analysis.
- *Center of Excellence (COE) Enterprise IT Infrastructure* compiles refines and maintains policies, validates best practices, processes, provides guidance, and tools to educate, support, educate and trains the Department on a particular IT area (e.g., records management, accessibility, paperwork reduction, etc.).

Digital Communications Divisions (DCD) (formerly Web Communications): Digital Communications Division is comprised of OS Digital Communications and Web Crawler. HHS.gov, the HHS Intranet, and numerous OS Office websites, as well as seven priority websites, are managed by DCD to promote agency and office work. To raise awareness about agency and office initiatives and website content DCD engages the public through multiple social media channels (Facebook, Twitter, Instagram, etc.) The Division also provides agencies and offices with the tools needed to meet the mandates and requirements of OMB, GSA, and *The Federal Digital Strategy* (HTTPS implementation, Digital Analytics Program). DCD manages an Enterprise Section 508 digital compliance program and also provides shared resources.

E-Government (E-GOV): The E-Government (E-Gov) office provides a central funding point for OMB-mandated contributions to EGov initiatives. Every OpDiv and StaffDiv is assessed charges to support these initiatives. The e-Gov cost center simplifies the process of paying these assessments by collecting all HHS contributions into a central point, and allowing for single outbound agreements and funds transfers to the EGov initiatives and LoBs.

Equal Employment Opportunity Compliance and Operations Division (EEOCO): Equal Employment Opportunity Compliance and Operations Division has the goal to serve in a Consultative Role to HHS Managers and Employees on any EEO related matters of concern and EEO related conflicts. EEOCO's other goal is to ensure every HHS employee/applicant for employment has equal access to EEO services, timely resolution of their complaint and equitable remedy, if warranted. EEOCO includes cost centers for EEO Services and EEO Investigations.

GrantSolutions Center of Excellence: The GrantSolutions Center of Excellence (GS COE) is a shared service among HHS and other federal agencies that was developed and currently is managed by the Department's Administration for Children and Families (ACF). It serves as one of three consortia leads under the grants management line of business e-gov initiative, delivering end-to-end grants management services to more than forty federal customers.

Grants.gov: The Grants.gov system (www.grants.gov) is the federal government's single site for the public to find and apply for federal discretionary grants. The Grants.gov program manages the Grants.gov system including associated operations, maintenance, enhancement, user support, and stakeholder communications.

HHS Consolidated Acquisition Solution (HCAS): The HHS Consolidated Acquisition Solution was launched in 2009 and provides the framework to implement acquisition business processes from concept of need through contract close-out. The HCAS Program supports consolidated acquisition solutions for the Department and provides a requisitioning process through iProcurement along with various processes supporting pre and post award contract execution, contract administration, and performance management applications for seven HHS Staff Division and Operating Divisions. The HCAS program management includes cross-functional working groups focusing on efficient and effective business practices related to the acquisition lifecycle.

High Performing Organizations, Commercial Services Management Reporting and Insourcing Reports (HPO&CSM):   High Performing Organizations, Commercial Services Management Reporting & Insourcing supports HHS-wide Commercial Services Management reporting (CSM), the inventory and reporting of the Federal Activities Inventory Reform (FAIR) Act inventory, the active sponsorship of High Performing Organizations (HPO), and insourcing through central service activities. Additionally, this program offers organizational redesign services to the Department to promote mission effectiveness, cost-savings and increase efficiencies.

Office of Enterprise Office Application Development (OEAD): OEAD provides high-quality enterprise systems operations and management services including application development, project management and enterprise systems management. OEAD provides technical services for the integration of multiple systems as well as data sharing for the department.

Office of Human Resources (OHR): OHR provides Department-wide strategic leadership and policy implementation and governance and operational services for a variety of Human Capital Management functions across the Department including the planning and development of personnel policies and human resource programs supporting the Department's mission. OHR also provides technical assistance to the HHS Operating Divisions (OPDIVs) to most effectively and efficiently accomplish the OPDIV's mission through improved planning and recruitment of human resources and serves as the Departmental liaison to central management agencies on related matters.

Office of Information Security (OIS): The mission of HHS' Office of Information Security (OIS) is to increase the baseline cybersecurity posture across HHS, and to maintain HHS' ability to provide mission-critical services while protecting HHS systems and the public's personal information in the interest of privacy. The following OIS activities are resourced through the Service & Supply Fund (SSF):

- *Security Authorization & Testing Team (SA&TT)* supports federal agencies that requires assistance in developing certification & accreditation packages in accordance with federal requirements. Specifically, the Information Systems Security Line of Business (ISS LOB) program provides services to assist system owners throughout the system lifecycle

- *Computer Security Incident Response Center (CSIRC)* provides security technologies that enable an enterprise-wide capability to monitor the Department's computers and networks for security incidents and attacks through HHS's secure Internet gateways, intrusion detection systems, network security forensics and analysis, and other enterprise security technologies throughout the Department. Through the CSIRC, the Department and the Operating Divisions (OpDivs) can quickly share security incident information and better coordinate responses to attacks. CSIRC is also the focal point for coordinating with the Department of Homeland Security (DHS) United States Computer Emergency Readiness Team (US-CERT).

- *OS IT Security Operations (SecOps)* provides all OS customers and supported OPDIVs with Computer Network Defense (CND) services including protection, monitoring, analysis, detection, and response to unauthorized activity within HHS OS information systems and computer networks. At an enterprise level OIS SecOps provides enclave level CND services for HHSNet and other OPDIVs. All of these CND services are provided in coordination with the HHS Cyber Security Incident Response Center (CSIRC) and OPDIV Information System Security Officers (ISSOs).

- *Trusted Internet Connection (TIC)* as outlined in OMB Memorandum M-08-05, optimizes and standardizes the security of individual external network connections currently in use by the Federal Government, to include connections to the internet. TIC improves HHS's security posture and incident response capability through the reduction and consolidation of external connections to three Trusted Internet Connection access points (Washington DC, Atlanta GA, and Albuquerque NM). TIC provides internet access to all HHS Operating Divisions as HHS's internet backbone for HHS restricted traffic. This enables enhanced monitoring and situational awareness on potentially malicious traffic, and provides traffic visibility by utilizing network security equipment and monitoring.

Office of Information Technology Infrastructure and Operations (ITIO): The Office of Information Technology Infrastructure and Operations (ITIO) manages the purchase and maintenance of technology-based equipment, including BlackBerries, monitors, laptop/desktop computers, printers, and other end user devices; provides access to VPN remote access accounts, Microsoft Outlook, and other proprietary systems; and purchases, installs, and maintains agency-approved software. The following ITIO activities are funded through the SSF:

- *Shared Services* provides onsite desktop/laptop support, Blackberry email and wireless solutions with 2 year product lifecycle upgrades, network printer installation and technical support, and software installation and technical support.

- *Infrastructure Services* provides planning, deployment, and maintenance of network devices and servers and enterprise network security monitoring and incident response.

- *Email Services* includes Outlook Exchange enterprise email server hosting, maintaining, and managing of customer's email (desktop and Blackberry) needs in dedicated data centers.

- *HHSNet* is the backbone that provides customers with the ability to access applications and internet sites.

- *Business Application Hosting* is the hosting, maintaining, and managing of customer's critical applications and databases in dedicated hosting facilities in an offsite, secure and fully redundant facility.

- *Telecommunications Services & Telecommunications Management/WITS* provides telecommunications solutions for Federal Agencies located in the National Capital Area (NCA), and manages two Cost Centers: Telecommunications Services and Telecommunications Management/WITS.

- *Networx* provides management and contractual oversight of the Networx contracted telecommunications, information technology (IT), and professional services that support the accomplishment of the overall HHS health and human services mission.

Office of Security and Strategic Information (OSSI): OSSI is responsible for ensuring that HHS meets timeliness goals for the initiation and adjudication phases of the personnel security clearance process as prescribed in the Intelligence Reform and Terrorism Prevention Act of 2004 (IRTPA). The following OSSI activities are funded through the SSF:

- *Physical Security* provides physical security services for the Office of the Secretary and those OPDIVS that reside within the facility. These services include, but are not limited to, physical security program management, Facility Security Planning, Assessments, operations, guard force management, and emergency management. OSSI manages the contract for contractor security guard personnel to control access for employees, visitors, special events, and deliveries at the HHH building. The guards secure and control access through the lobbies, garage entrances as well as roving patrols around the buildings perimeter. Funds also provide for operations and maintenance to the physical access control system (PACS), and for security equipment (video cameras, alarms, security command center displays, etc.) that are installed.

- *Badging Operations* includes HSPD-12 Badge Provisioning and Non-HSPD-12 Badge Provisioning. HSPD-12 Badge Provisioning is a one-time cost associated with the issuance of a new or replacement Personal Identity Verification (PIV) and related smartcards which contain an electronic chip. This includes Restricted Local Access (RLA) cards issued to foreign nationals and Alternate Logon Tokens (ALT) issued to staff with two network accounts such as systems administrators. Non-HSPD-12 Badge Provisioning is a one-time cost associated with the issuance of a new or replacement identity card that does not contain an electronic chip. These cards are issued to individuals who are most often visitors that are not HHS staff that only require physical access to HHS facilities.

- *HSPD-12 System* leads the Department's implementation of strong authentication, including the required use of the Personal Identity Verification (PIV) card and other solutions to access HHS networks and systems.

- *Personnel Security* consists of Background Investigations and National Security Adjudications. The Background Investigations business line provides customer agencies with support in processing suitability and national security investigations, to include e-QIP initiation, review, releasing to OPM and upon return to HHS adjudicating the background investigation. The National Security Adjudications business line provides support to include the shared maintenance and system related costs for the tracking and management of national security clearances. Customers are currently billed on a per agreement basis.

- *The Division of Children's Services (DCS) Unaccompanied Children (UAC) program* (formerly ORR/DCS program) Provides support for Administration for Children and Families, Office of Refugee Resettlement, Division of Children's Services in providing a safe and appropriate environment for unaccompanied children, from the time they are placed into Office of Refugee Resettlement custody and are reunified with family members or sponsors in the U.S., or until

they are removed to their country of origin by Department of Homeland Security immigration officials.

Office of the General Counsel (OGC) Claims: OGC Claims receives all tort claims filed against the Department. These torts can range from "slips" and "falls" in Departmental facilities, to motor vehicle accidents involving Departmental vehicles, or medical malpractice in health clinics. Two clients typically account for approximately ninety-six percent of the Claims Activity workload: the Health Resources and Services Administration (83%) and the Indian Health Service (12%).

Office of Small and Disadvantaged Business Utilization (OSDBU): OSDBU is the focal point for the Department's policy formulation, implementation, coordination, and management of small business programs. Organizationally, OSDBU is administratively supported by the OGAPA Immediate Office, but reports directly to the Deputy Secretary of HHS. The office ensures that small businesses are given a fair and transparent opportunity to compete for contracts that provide goods and services to HHS; establishes, manages and tracks small business goal achievements; provides technical assistance and small business program training to OPDIV contracting and program officials; and conducts outreach and provides marketing and technical guidance to small businesses on contracting opportunities with HHS.
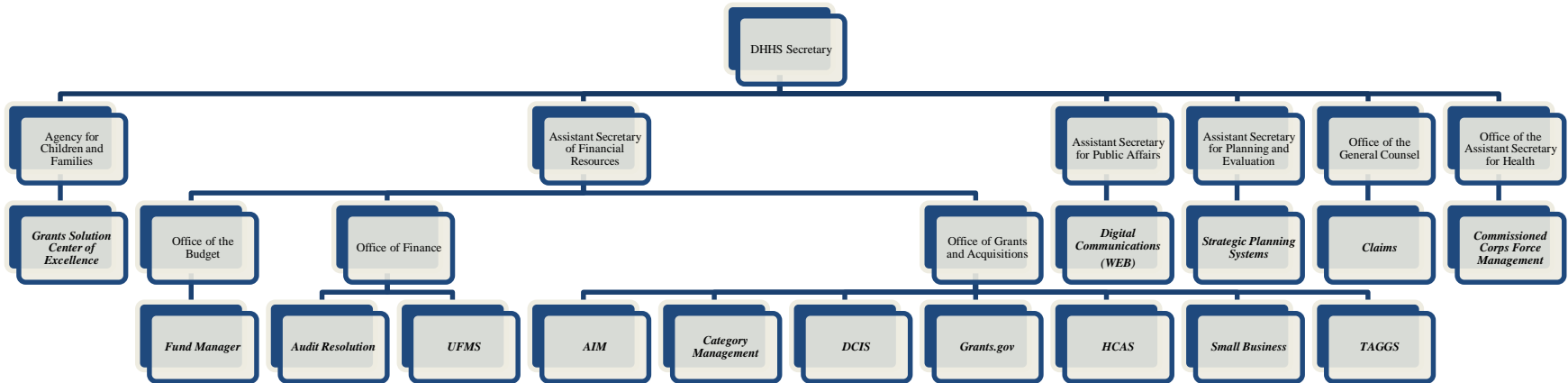
Strategic Planning System (SPS):   The Strategic Planning System is a web-based, password-protected application that centralizes information about strategic plans that agencies within HHS are implementing. The HHS Strategic Plan FY 2014-2018 and more than 150 other strategic plans are currently included in the SPS.

Tracking Accountability in Government Grants System (TAGGS): TAGGS serves as the central repository and reporting system for grant award data generated by HHS's Staff Divisions and Operating Divisions. TAGGS grant data is made available to the public on the TAGGS Website (http://taggs.hhs.gov) and in accordance with the Federal Financial Accountability and Transparency Act (FFATA), HHS's grant award data is submitted to USASpending.gov twice a month.

Unified Financial Management Systems (UFMS): UFMS environment offers the Department a platform for effectively processing and tracking its financial and accounting transactions with the Unified Financial Management System (UFMS) at its core. In addition to UFMS governance activities, the following UFMS components are funded through the SSF:

- *Consolidated Financial Reporting System (CFRS)* performs the important function of generating accurate, Department-wide financial statements on a consistent and timely basis.

- *Financial Business Intelligence System (FBIS)* serves as a powerful business intelligence platform for integrated, timely, and accurate reporting and analysis

- *Property Management Information System (PMIS)* is the HHS accountable personal property system of record used to account for and track over 225,000 assets valued at approximately $1.2 billion. Recent work has focused around interfacing PMIS and UFMS, in order to provide tracking on an individual basis, to improve the reliability and accuracy of tracking and the capitalization calculation.

Service and Supply Fund Organizational Chart
Non-PSC Activities

- DHHS Secretary
  - Agency for Children and Families
    - *Grants Solution Center of Excellence*
  - Assistant Secretary of Financial Resources
    - Office of the Budget
      - *Fund Manager*
    - Office of Finance
      - *Audit Resolution*
      - *UFMS*
    - Office of Grants and Acquisitions
      - *AIM*
      - *Category Management*
      - *DCIS*
      - *Grants.gov*
      - *HCAS*
      - *Small Business*
      - *TAGGS*
  - Assistant Secretary for Public Affairs
    - *Digital Communications (WEB)*
  - Assistant Secretary for Planning and Evaluation
    - *Strategic Planning Systems*
  - Office of the General Counsel
    - *Claims*
  - Office of the Assistant Secretary for Health
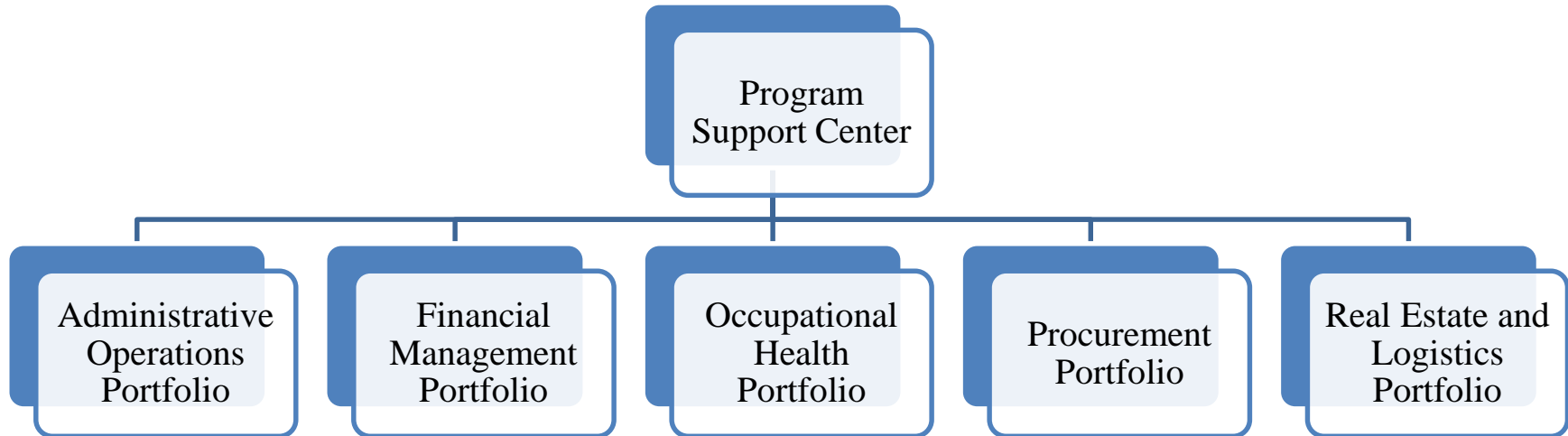   - *Commissioned Corps Force Management*

Acronym Key:

AIM – Acquisition Integration and Modernization

DCIS – Departmental Contracts Information System

HCAS – HHS Consolidated Acquisition Solution

TAGGS – Tracking Accountability in Government Grants System

UFMS – Unified Financial Management System

SSF Activities are italicized

Service and Supply Fund Organizational Chart
Non-PSC Activities

- Office of the Secretary
- Agency for Children and Families
  - Grants Centers of Excellence
- Office of the Assistant Secretary for Financial Resources
  - Office of Budget
    - SSF Fund Manager's Office
  - Office of Finance
    - OS Audit Resolution
    - Unified Financial Management System
    - UFMS Governance and Program Management
  - Office of Grants and Acquisition
    - Acquisition Integration and Modernization
    - Departmental Contracts Information System
    - HHS Consolidated Acquisition System
    - Small Business Program
    - Strategic Sourcing Program
    - Tracking Accountability in Government Grants
- Office of the Assistant Secretary for Public Affairs
  - Digital Communications Division (Web)
- Office of the General Counsel
  - OGC Claims
- Office of the Assistant Secretary for Health
  - Commissioned Corp Force Management

Service and Supply Fund Organizational Chart
Program Support Center Activities

Program Support Center

- Administrative Operations Portfolio
- Financial Management Portfolio
- Occupational Health Portfolio
- Procurement Portfolio
- Real Estate and Logistics Portfolio

Service and Supply Fund Organizational Chart
Program Support Center

- Office of the Secretary
- The Office of the Assistant Secretary for Administration (ASA)

The divisions of the Program Support Center report directly to the ASA:

- Program Support Center Office of the Director
    - Administrative Operations Portfolio
    - Occupational Health Portfolio
    - Financial Management Portfolio
    - Real Estate and Logistics Portfolio
    - Procurement Portfolio

Service and Supply Fund
APT Table
(Dollars in Thousands)

Service and Supply Fund Activities	FY 2015 Actuals	FY 2016 Approved	FY 2017 Approved
PSC			
Administrative Operations Portfolio	69,422	80,785	89,136
Financial Management Portfolio	53,583	65,969	66,064
Occupational Health Portfolio	151,504	166,174	187,609
Procurement Portfolio	409,227	361,013	366,967
Real Estate and Logistics Portfolio	88,163	90,753	91,308
PSC Reserves	9,125		
PSC Subtotal	*781,024*	*764,695*	*801,085*
Non-PSC			
AIM	900	992	992
Audit Resolution	1,656	1,812	2,101
Category Management	858	959	959
CCFM	23,786	25,166	27,201
DCIS	1,746	1,999	1,999
DITM (Includes E-Gov Intiatives)	30,092	23,900	25,049
EEO Services	3,067	3,261	4,901
Grants.gov	4,613	5,162	5,162
Grants Solutions Center of Excellence	42,893	42,632	50,221
HCAS	7,258	7,877	7,877
HPO & Commercial Services Mgmnt	177	262	262
ITIO	85,609	92,923	96,276
OEAD	32,199	36,874	31,812
OGC Claims	1,403	1,477	1,495
OHR	21,989	25,014	29,650
OIS	27,211	40,012	16,883
OSSI	39,841	43,572	49,775
Small Business Consolidation	2,552	2,871	2,932
Strategic Planning System	337	338	338
TAGGS	2,518	2,832	3,760
UFMS	40,277	45,598	46,534
Web Communications	23,243	20,209	20,209
Non-PSC Reserves	28,960	-	-
Non-PSC Subtotal	*441,204*	*425,740*	*426,387*
Total SSF Revenue	*1,222,228*	*1,190,435*	*1,227,472*

Service and Supply Fund
Object Classification – Reimbursable Obligations
(Dollars in Thousands)

Object Class	FY 2015 SSF Board Actuals	FY 2016 SSF Board Request	FY 2017 SSF Board Request
Reimbursable Obligations			
Personnel Compensation:			
Full – Time Permanent (11.1)	105,435	107,014	107,014
Other Than Full – Time Permanent (11.3)	4,896	5,003	5,003
Other Personnel Compensation (11.5)	3,413	2,828	2,828
Military Personnel (11.7)	6,262	6,734	6,734
Subtotal, Personnel Compensation	**120,006**	**121,579**	**121,579**
Civilian Personnel Benefits (12.1)	39,815	37,023	40,023
Military Personnel Benefits (12.2)	4,108	3,019	3,019
Benefits to Former Personnel (13.0)	215	275	275
Subtotal, Pay Costs	**44,138**	**40,317**	**43,317**
Travel (21.0)	1,553	2,117	2,117
Transportation of Things (22.0)	2,095	3,988	3,908
Rental Payments to GSA (23.1)	27,015	22,025	22,025
Rental Payments to Others (23.2)	240	109	109
Communications, Utilities and Miscellaneous Charge (23.3)	11,986	9,153	9,153
Printing and Reproduction (24.0)	3,430	12,926	12,926
Other Contractual Services:			
Advisory and Assistance Services (25.1)	36,544	40,136	40,136
Other Services (25.2)	745,173	735,283	744,383
Purchases from Govt. Accounts (25.3)	76,574	71,047	96,064
Operation & Maintenance of Facilities (25.4)	17,341	8,644	8,644
Research & Development Contracts (25.5)	-	-	-
Medical Services (25.6)	23,736	29,452	29,452
Operation & Maintenance of Equipment (25.7)	68,800	48,132	48,132
Subsistence& Support of Persons (25.8)	-	-	-
Subtotal, Other Contractual Services	**1,014,487**	**983,012**	**1,017,049**
Supplies and Materials (26.0)	34,429	35,536	35,536
Equipment (31.0)	9,131	9,285	9,285
Grants (41.0)	-	-	-
Other (32), (42), (61)	37	706	706
Subtotal, Non – Pay Costs	**43,597**	**45,527**	**45,527**
Total, Reimbursable Obligations	**1,222,228**	**1,190,435**	**1,227,472**