SSD Chief Division Responsibility

The role of the Support Services Division (SSD) Chief includes both Office of Finance Management and Office of Mission Support duties and tasks. This Division of Responsibility chart provides a breakout of the daily, weekly, monthly, and quarterly responsibilities in addition to general oversight and miscellaneous responsibilities. Additional duties, outside of the list below, may be assigned based on the discretion of the Director.

Daily Responsibilities

Finance	Administration
- Approve travel requests - Approve CAATS/iFAMS transactions - Approve eMPWR or FAS transactions - Log into RSD and review FMS reports: 829 report (Accepted Document Listing for non GOE) and F826 reports (summary non-GOE)), F853 (account receivable report non-GOE) - Log into Power BI and select FMBT Standard App and review AR02 (Unapplied Deposit Verification F856), and AR03 (Aging Unapplied Deposit Report F857/F858), and any other station specific reports - Log into Power BI and select iFAMS VBA Administration App to review Status of Allowance and Fund Distribution Reports - Log into Power BI and select VBA Non-Standard App to review payroll reports - Ensure proper oversight as A/OPC to request credit cards, increase / decrease limits, request manual authorizations from bank (MCC code issues), cancel cards (no longer traveling, terminated, left agency) - Ensure proper oversight to review all purchase requests to ensure funding is available - Review check log and make daily deposits - Review purchase card transactions and approve credit card purchases in iFAMS (Approving Official responsibility) - Monitor overtime funds **Centralized Mail Portal (CMP) review unassigned mail**	- Assist in USAccess issuance (Sponsor, Manager, Adjudicator, Issuer), as needed - May serve as PCI Manager, assist the USAccess role holders in issuing /reissuing badges - Coordinate repair of all facilities related issues - Ensure all MAST tickets for building issues are addressed by proper parties in a timely manner - When necessary, prepare all space management requests or reports for Director approval - May be responsible for Privacy/FOIA, need to check FOIA Express and PSETS as well as run a 510 report - Document destruction review - Centralized Mail Portal (CMP) review unidentified mail

Weekly Responsibilities

Finance	Administration
• Ensure receipt of funds against distribution report to validate the funds are being applied to appropriate accounts • Review US Bank reports for delinquency, ATM withdrawals, and card declinations • Review suspense accounts. Items should not remain in accounts for more than 30-days (exceptions will be attorney fees)	• Review renovation activities • Review timecard exception list • Review USAccess expiration report for those badges that will expire within the next few months (PCI Manager responsibility) • USAccess - Ensure any help desk tickets on equipment/ system are resolved by checking with role holders (PCI Manager responsibility) • Depending on the facility, arrange for air/heat/cleaning during overtime weekends as necessary, use MAST for tracking • **Desk audits (Records Management)**

Monthly Responsibilities

Finance	Administration
• Prepare funding status reports and brief Director / Assistant Director • Review in Power BI PE02 (Open Commitments and Open Obligations 850 report), PE03 (Aged Open Obligations Report F889B report) and GL06 (Monthly Expenditure and FTE Report F830) • Review aged item "reduction plan" (including exceptions) to ensure they are being cleared timely and accurately • Review SAO and QAR schedule to ensure they are being completed timely and supporting documentation exists • Review CAATS reconciliations to ensure there are no 'out-of-balances' • Review monthly purchase and travel card reports • A/OPC – review reports for unauthorized use, past due balances, open cards (employees left), for Purchase and Travel cards • Complete monthly payroll accrual for RO personnel • VR&E IPPS Audits • Resource management and workload reporting to Director	• Communicate messages to employees regarding upcoming USAccess badge expirations (PCI Manager responsibility) • MAST - Review Fleet maintenance to ensure all vehicles are being properly maintained • Review SAO schedule to ensure they are being completed timely and supporting documentation exists • Resource management and workload reporting to Director

Quarterly Responsibilities

Finance	Administration
• Monitor spending (burn rate) as compared to total budget • Perform A/OPC quarterly focus reviews of purchase cards • Monitor SSD staff and individual training – both needs and scheduling	• Monitor SSD staff and individual training – both needs and scheduling • Review GSA car usage, rotate vehicles as necessary (MAST) • Conduct quarterly Safety Committee meetings • Attend quarterly GSA building tenant meetings • Conduct quarterly duress alarm testing (Safety Officer responsibility) (track in MAST) • Conduct quarterly safety walks of office space (Safety Officer responsibility) (track in MAST) • Conduct quarterly meetings of Chief, Floor wardens (Safety Officer responsibility) • Check USAccess card inventory and supplies (PCI Manager responsibility) • Review TMS timeliness for Division

Oversight Responsibilities

Finance	Administration
- Accounts Receivable - Attorney Fees - Collection Actions - Automobile Grants - Special Adaptive Housing - Transit Benefits - Employee Travel - Employee Payroll - Travel and Purchase Card Program - Personnel Management (Conduct Performance Reviews, EEO, Mediation, and Counseling) for SSD employees - Provide RO Training (Travel and VATAS) - Energy Payments * - Voucher Audit * - Tort Claims *	- Major / Minor Construction – serves as the Project Manager for all construction activities to include getting estimates, completing annual construction budget call, etc. - Space Planning - Understanding office configurations - Understanding VA space standards, OSHA, and facility security standards - Facilities Project Management (works with GSA / architects / engineers) - Daily site surveys - Preparing and overseeing contractor "punch" lists - Conducting final project walk through and inspection - Contract Management/COR duties for Admin functions - Procurement Management - Market research, developing business need/case, writing SOW for admin functions such as janitorial and security - Facility Management / Facilities Management - Cleaning - Security - Physical Access (PIV Cards) - Safety - Repairs - Key Management – manages access to VA controlled space via keys, key cards, proximity cards / security systems, etc. - Equipment Disposal - Forms and Publications - Mail Room (if mail room is in SSD) - Oversee and maintain Facility Operating Plans - Attend Facility Budget Calls - Overseeing Supplies - Procurement - EIL Equipment Inventory - Records Management - Shredding - Payroll - GSA Fleet (if available)

Finance	Administration
	• Lease Administration • VA Owned Facility Administration • Personnel Management (i.e., Performance, Conduct, EEO, Mediation, and Counseling) for SSD employees • Coordinate and provide RO Training (e.g., Safety, Security, Emergency Preparedness, and Records Management) • COOP (VA EAAS, etc.) • Privacy/ FOIA

Miscellaneous Responsibilities

Finance	Administration
• Serve as the station's A/OPC for travel and purchase cards • Serve as the station's credit card approving official *Note: A person can be an A/OPC or an Approving Official, but not both. If the SSD Chief is the A/OPC, then someone else (in SSD, in the Director's Office, etc.) needs to be the Approving Official or vices versa	• Serve as the station's safety officer; is the POC for Federal Protective Service (FPS) and security issues • Serve as the station's physical security officer • Ensures RO has an Emergency Preparedness Plan

Division of Responsibility (DOR) Road Map

The table below provides a road map to connect duties and tasks with training topics, application systems to access and the cycle to perform the Division of Responsibility (DOR) task. Use the Policy column to add the names of the regulations and/or standard operating procedures

Cycle	DOR	Description of Duties and Tasks	Systems	Policy Updates
Monthly	Prepare Funding Status Reports	Prepare funding status reports and brief Director / Assistant Director on items relating to Station Accounting Funds status and Fund Control Point Activity (FCP)	Power BI	
Monthly	Review PE02 Report (Open Commitments and Open Obligations 850)	Quick glance at open commitments and obligations	Power BI	
Monthly	Review PE03 Report (Aged Open Obligations Report 889B)	Report shows aged obligations with more in-depth information such as age of obligation, amount remaining in obligation, etc. Power BI	Power BI	
Monthly	Review Aged Items Report	Review aged item "reduction plan" (including exceptions) to ensure they are being cleared timely and accurately Any item over 180 reviews and consult with Finance Station Liaison and Station Fiscal Accounts to resolve AGED Receivables TOPS Info	Power BI	
Monthly	Review Status of Allowance (SOA) schedule	The Status of Allowance provides funding distribution and availability by quarter)	Power BI	
Monthly	Review CAATS Reconciliations	This is a monthly reconciliation of all the reports - items with a description are due in CAATS at the end of the month Finance POC in Austin should assist you with research to resolve Aged Items reports	CAATS, FMS, iFAMS, Power BI, RSD	

Cycle	DOR	Description of Duties and Tasks	Systems	Policy Updates
Monthly	Complete EOM Payroll Accrual	Process the monthly payroll accrual	iFAMS	
Monthly	Review monthly Purchase Card reports	Review monthly purchase card reports (if serving as A/OPC) Reconciliation of purchase card transactions to the expenditure transfers processed NOTE: A person can be an A/OPC or an Approving Official, but not both If the SSD Chief is the A/OPC, someone else (in SSD, in the Director's Office, etc.) will need to be the Approving Official or vice versa	iFAMS, CONCUR, US BANK, CCP	
Monthly	Unauthorized Travel Card Review	A/OPC – review reports for unauthorized use, past due balances, open cards (employees left) NOTE: A person can be an A/OPC or an Approving Official, but not both If the SSD Chief is the A/OPC, someone else (in SSD, in the Director's Office, etc.) will need to be the Approving Official or vice versa	CONCUR, US BANK	
Monthly	USAccess Notification Roles	Send e-mail messages to employees regarding upcoming USAccess card expirations (PCI Manager responsibility) (IT Internal Controls). Maintain an internal log/worksheet on lists of employees and the expirations dates of USAccess card. Notify Employee(s) 90 days before USAccess card set to expire	USAccess Portal, Internal Record Log	
ADHOC	Serve as Station's Safety and Physical Officer	POC for the FPS (Federal Protective Service), safety office, and security issues. Initial contact for emergency, security, or any other safety issues. Emergency and SIP (Shelter in Place) contact	Email addresses for OMS Watch Officers	

Cycle	DOR	Description of Duties and Tasks	Systems	Policy Updates
Oversight	Accounts Receivable	Please contact ALAC AAD POC for transaction assistance regarding the following subjects: Attorney Fees (ZS documents), Collections Actions, Automobile Grants, and Special Adaptive Housing.	iFAMS, CAATS, FMS, RSD	
Quarterly	Monitor spending and compare to fiscal budgets	Monitor spending (calculate burn rate) as compared to total budget	iFAMS, Power BI	
Quarterly	Monitor staff and individual training	Provide timely reviews on IDPs. Ensure training is being adequately maintained regarding employees and self-include status training updates during mid years. Notify employees of mandatory training(s) sent down from OFM and OMS	IDP, TMS	
Quarterly	Review GSA car usage	Review details of GSA car usage, ensure proper maintenance, (i.e. rotate vehicles, as necessary) and review logs for ins/outs	GSA Drive-Thru, Telematics MAST	
Quarterly	Conduct quarterly Safety Committee meetings	Conduct quarterly Safety Committee meetings	Facility Logistics MAST	
Quarterly	Attend quarterly GSA building tenant meetings	Attend quarterly GSA building tenant meetings	Facility Logistics MAST	
Quarterly	Conduct Quarterly Emergency Drill	Safety Officer Responsibility	Facility Logistics MAST	
Quarterly	Conduct quarterly walk through of work areas	Safety Officer Responsibility	Facility Logistics MAST	

Cycle	DOR	Description of Duties and Tasks	Systems	Policy Updates
Quarterly	Conduct quarterly meetings of Chief, Floor wardens	Safety Officer responsibilities. Meet with Team to discuss observations and any concerns or issues	Facility Logistics MAST	
Quarterly	PCI Manager Roles for USAccess Cards	Check USAccess card inventory and supplies. Ensure adequate amount of cards are available for Renewals of PIV and expected vacancies	Facility Logistics	
Quarterly	Perform Quarterly review of Purchase Card Reports	A/OPC duty: Review Purchase Card transactions from quarterly review reports	US BANK, CONCUR, FMS, iFAMS, MAST, CCP	
Quarterly	Review TMS trainings for staff	Run TMS automated reports to ensure staff is compliant in taking annual training(s). Address those who are not compliant in taking annual training(s). Ensure all mandatory trainings are conducted in timely manner	TMS	
Weekly	Review Renovation Activities Report	Review renovation activities/cross reference with transactions for major/minor construction, if applicable		
Weekly	Review Control Point and BOC code activity reports	Ensure receipts of funds against distribution report to validate the funds are being put into the right cost center/fund control point Ensure staff enters corrected transactions, as necessary (expenditure transfers)	iFAMS, CAATS	
Weekly	Review OTC/Agent Cashier Check Logs Daily	Review Record Log to ensure numbers consist in numbering system. Also ensure timely and daily deposits. Set adequate reports to ensure funds are handled properly ***NOTE: Review Field Service Receipt (FSR) supply on hand, compare weekly	iFAMS, CAATS	

Cycle	DOR	Description of Duties and Tasks	Systems	Policy Updates
		listing /spreadsheet to the list shred and deposit information		
Weekly	Review VATAS Reports for exceptions	Review VATAS (Time) Supervisory reports at end of reporting period. Ensure all input leave requests are reviewed/approved/addressed before the close of the pay period	VATAS	
Weekly	Review USAccess expiration report	PCI Manager Role and responsibilities: Review USAccess expiration report for badges set to expire within the next 90 days. Ensure Renewals are addressed promptly and quickly	USAccess Portal, Internal Record Log	
Weekly	More PCI Manager Responsibilities	Ensure helpdesk tickets are resolved	YourIT	
Daily	Approving Officer Responsibilities	Review purchase card transactions and approve purchases in iFAMS	iFAMS	
Weekly	Review US Bank reports	Review US Bank reports for delinquency, ATM withdrawals, and card declinations	US Bank	
Weekly	Review Suspense Accounts	Review suspense accounts (3875 and 6279t. Appropriations Items should not remain in accounts for more than 30-days (exceptions will be attorney fees)	FMS Tables, RSD, CAATS	
Weekly	Monitor Overtime Funds	Use the Control Point activity and BOC activity reports to review the amounts used in OT ensure adequate control of appropriated funding	Power BI	
Weekly	Arrange for air, heat, duct cleaning	Arrange for visits as necessary to ensure proper temperature controls set	MAST	