



OSHA INSTRUCTION

U.S. DEPARTMENT OF LABOR

Occupational Safety and Health Administration

DIRECTIVE NUMBER: ADM 11-0.6

EFFECTIVE DATE: March 4, 2003

SUBJECT: Update to OSHA Mission and Function Statements

ABSTRACT

- Purpose:** This Instruction transmits an update to the OSHA Mission and Function Statements
- Scope:** OSHA-wide
- References:** OSHA Instruction ADM 11.2A, Organizational Change Proposals; OSHA Instruction ADM 11-0.5, OSHA Mission and Function Statements, November 7, 2002
- Cancellations:** ADM 11-0.5, OSHA Mission and Function Statements, November 7, 2002
- State Impact:** State Adoption is Not Required
- Action Offices:** National, Regional, and Area Offices
- Originating Office:** Office of Management Systems and Organization, DAP
- Contact:** Office of Management Systems and Organization, DAP

By and Under the Authority of

John L. Henshaw
Assistant Secretary

Executive Summary

This Instruction transmits secondary changes to the OSHA Mission and Functions Statements Instruction that was issued as a result of the Agency restructuring effort of August 27, 2002, which was undertaken to assist the agency in accomplishing the President's Management Agenda, carrying out Secretary Chao's Management Objectives and Goals, and implementing OSHA's strategic plans.

The primary changes concerned significant, Directorate-level revisions to a number of organizational components. This Instruction provides more comprehensive modifications to three Directorates, at the Division- and Office-level. These changes are summarized below.

Major Changes

- The Directorate of Construction has revised or reworded the Mission and Function Statements for all of its subordinate offices, to better reflect current practice.
- The Directorate of Enforcement Programs has revised the Mission and Function Statements for the Office of General Industry Enforcement, the Office of Health Enforcement, the Office of Maritime Enforcement, and the Office of Investigative Assistance.
- The Directorate of Science, Technology and Medicine has updated its Mission and Function Statements for the Salt Lake Technical Center, the Cincinnati Technical Center, the Office of Technical Programs and Coordination Activities, the Office of Occupational Medicine, and the Office of Occupational Health Nursing. These changes better reflect the Directorate's current practices.

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- I. Purpose.
This Instruction transmits revised OSHA Mission and Function Statements
- II. Scope:
This Instruction applies OSHA-wide
- III. References:
 - A. OSHA Instruction ADM 11.2A, Organizational Change Proposals, November 29, 1989;
 - B. OSHA Instruction ADM 4-0.3, Redefinition of Authority and Responsibility of the Assistant Secretary for Occupational Safety and Health (TBD);
 - C. John Henshaw memo to all OSHA Staff, OSHA Restructuring, August 27, 2002;
 - D. Tali R. Stepp memo to John Henshaw, Restructuring OSHA's National Office, July 19, 2002
- IV. Cancellation:
 - A. OSHA Instruction ADM 11-0.5, OSHA Mission and Function Statements is cancelled by this Instruction.
- V. Action Offices:
All OSHA offices, National, Regional and Area, will implement the new Mission and Function statements.
- VI. Federal Program Change:
This Instruction does not describe a Federal Program Change.
- VII. Application:
All OSHA Program Directors and Directors of Free-Standing Offices will assign duties and responsibilities in accordance with the Mission and Function statements. If duties and responsibilities assigned or to be assigned conflict with the Mission and Function statements, the manager must propose a change in the Mission and Function statements in accordance with OSHA Instruction ADM 11.2A, Organizational Change Proposals. That Instruction covers the development and approval of changes to missions and functions.

A OFFICE OF THE ASSISTANT SECRETARY FOR OCCUPATIONAL SAFETY AND HEALTH

Mission: To advise and assist the Secretary of Labor on all matters related to the policies and programs that are to assure safe and healthful working conditions for the working men and women of the Nation, and to provide executive direction to the occupational safety and health program.

Functions:

1. Advises and assists the Secretary of Labor in formulation and execution of policy and the establishment of national priorities for job safety and health programs.
2. Provides leadership for job safety and health programs in the application of broad policy, program priorities, and emphasis.
3. Provides executive direction to ensure attainment to long-range goals through:
 - A. Development of job safety and health standards.
 - B. Enforcement of these standards.
 - C. Encouragement and assistance offered to States in developing and operating their programs to assure safe and healthful working conditions.
 - D. Conduct of information, consumer affairs, and training programs.
4. Provides executive direction for public affairs; policy analysis, integration, and evaluation; legislative and interagency affairs; equal employment opportunity (EEO) programs; and regional programs.

Office of Equal Employment Opportunity

Mission: To advise and assist the Assistant Secretary for Occupational Safety and Health in planning, establishing, implementing, and maintaining the Occupational Safety and Health Administration (OSHA) Equal Employment Opportunity (EEO) Program; to develop and administer comprehensive diversity, equal opportunity and civil rights programs for OSHA which are consistent with the Department of Labor policies and procedures, as well as Federal laws, regulations and executive orders; and to provide advisory services to managers, employees, and applicants.

Functions:

1. Serves as the focal point and OSHA's principal authority and advisor on matters relating to equal opportunity, diversity, and civil rights which includes counseling employees and management officials on the EEO program, career development planning, EEO complaint and appeals procedures, training and employee

development opportunities, in conjunction with the Agency's Office of Personnel Programs and the Department of Labor's Civil Rights Center.

2. Develops and assists in implementing and monitoring affirmative action plans for achieving equal employment opportunity in the OSHA.
3. Initiates and conducts surveys and studies to determine the effectiveness of the EEO Programs as a basis for program evaluation and policy development.
4. Plans and conducts studies of major EEO problem areas and recommends solutions or corrective actions which may involve program or policy changes.
5. Participates in or conducts special analyses or studies involving diversity, civil rights and/or equal opportunity programs, and makes recommendations such as determining adverse impact, under-representation and/or under-utilization of OSHA employees.
6. Participates in the positive recruitment of minority candidates for present and anticipated vacancies by maintaining contacts with universities, colleges, professional and community organizations, and others, often in conjunction with the Agency's Office of Personnel Programs.
7. Provides senior-level representation for interagency and Departmental programs; i.e., the White House Initiatives on Educational Excellence for Hispanic Americans created by Executive Order 12900, and Historically Black Colleges and Universities created by Executive Order 12876 to ensure cooperative involvement in the recruitment and employment process.
8. Works with the U.S. Office of Personnel Management, the DOL Civil Rights Center, and the OSHA Office of Personnel Programs to further equal employment opportunity; serves on Departmental special emphasis, cultural awareness and task force assignments to further diversity, civil rights and equal opportunity programs and objectives.

Office of Public Affairs

Mission: To advise the Assistant Secretary for the Occupational Safety and Health Administration (OSHA) on information and consumer affairs matters; to support the operations of the Agency's public hearings and advisory committees; and to direct and guide its information programs (less Federal agency programs), consumer affairs programs and other related activities.

Functions:

1. Schedules and coordinates public hearings and supports advisory committees in their development of recommendations to the Assistant Secretary for OSHA.

2. Fosters public participation in the policy and regulation formulation processes of OSHA.
3. Develops and implements approved plans for information and consumer affairs programs; also coordinates and develops information plans for satisfying special requirements as Agency policies or changing circumstances for crisis situations may dictate.
4. Provides, at the National Office level, through a one stop shopping concept, a point of contact for all agencies from the news media, the general public, consumers, and special constituencies such as trade and professional groups and trade unions; coordinates with the Office of Intragovernmental Affairs concerning all information intended for distribution to the Congress or its members.
5. Plans and supervises a total OSHA information program, internal and external, conforming with departmental policy and guidelines aimed at informing employees, employers, their groups and associations of the goals, requirements, accomplishments and results of Federal and State occupational safety and health programs.
6. Develops and implements the annual OSHA information and consumer affairs program plans describing the OSHA program objectives, major efforts, materials to be developed, and informational activities relating to each major objective in all operating areas on matters affecting the public at large in order to ensure that information flows quickly, clearly, and continually to all affected public, and serves as staff adviser to specific publics.
7. Plans, develops, and coordinates distribution of information print materials and all audiovisual materials.
8. In accordance with departmental procedures and plans, prepares, produces and markets news releases, photo releases, audiovisual materials (slide and video tape programs, Public Service Announcements, films), exhibits, booklets, pamphlets, brochures, posters, and flyers, also an internal newsletter for OSHA employees.
9. Reviews for information and consumer affairs policy, editorial content, and format, all public information materials prepared by other offices of the Agency whether such materials are developed by Agency personnel or under contract with outside experts.
10. In collaboration with DOL's Office of Public Affairs (OPA), develops and ensures compliance with the OSHA public information and consumer affairs policy guidance for the OSHA Regional Offices.
11. Maintains liaison with information professionals within and without DOL to ensure, to the extent possible, consistency of approach, particularly among other regulatory agencies with parallel interests such as the National Institute for

Occupational Safety and Health (NIOSH), Environmental Protection Agency (EPA), the Food and Drug Administration (FDA), and others.

Division of Information Services

Mission: To serve as the initial and principal source in providing information and coordinating assistance to the public from requests conveyed through personal visits, correspondence, and telephone calls.

Functions:

1. Maintains and operates a communication center for all general public requests from where services and information are provided and coordinated.
2. Receives, screens, prepares, and/or coordinates replies for all incoming correspondence.
3. Directs the distribution of the Occupational Safety and Health Administration (OSHA) publications, audio-visuals, and films and videotape recordings upon request from the public.
4. Schedules and staffs the OSHA exhibits.
5. Acquires and translates technical, scientific, and regulatory information for use in writing responses to correspondence from the public.
6. Serves as the OSHA's Disclosure Management Officer under the Freedom of Information and Privacy Acts.
7. Maintains and operates a speaker's program which includes scheduling, coordinating, and orientation of speakers.

Division of Communications Productions

Mission: To provide informational print products and information and educational audiovisual materials in accordance with professionally acceptable means and standards of quality mass communication and to provide an internal employee information program.

Functions:

1. Writes and produces informational print materials such as booklets, pamphlets, brochures, posters, flyers, and exhibits.
2. Reviews all informational print material prepared by other Agency offices for editorial content, format, layout, and design to ensure that these materials meet

DOL standards and that public needs and production costs are fully considered.

3. Develops, produces, and distributes all Agency audiovisual material (film, radio, video, and slide tapes) for internal and external use.
4. Administers all contracts for films, slide presentations, and audio and videotape recordings.
5. Maintains and operates an internal information system, including video tapes of newscasts and special productions concerning standards and policy, and an informational newsletter for OSHA employees.
6. Coordinates audiovisual activities in Regional Offices, reviews all regional audiovisual products prior to their release to the public, and prepares and submits required Office of Management and Budget materials to DOL.
7. Maintains a photographic library to support Agency needs and outside requests.
8. Reviews and advises Regional Offices on the purchase and rental of all film, videotape equipment, and commercial audiovisual services.

Division of Consumer Affairs

Mission: To ensure that client groups and individual consumers affected by the OSHA regulations, policy decisions, and program actions are given adequate information and opportunity to participate in the OSHA decision-making review processes and to provide support to advisory committees and public hearings.

Functions:

1. Monitors on behalf of the Assistant Secretary for OSHA, implementation of the Department's Consumer Representation Plan and the OSHA Consumer Affairs Program to ensure that they are implemented and administered according to applicable policy, guidelines, and procedures.
2. Serves as a contact point within the Agency for consumer affairs.
3. Reports quarterly to the Special Assistant for Consumer Affairs on the progress of the Agency's Consumer Affairs Program.
4. Supports the operation of the National Advisory Committee on Occupational Safety and Health (NACOSH) and the standards advisory committees.

Consumer Affairs Staff

Mission: To strengthen the role of the client groups and consumers in OSHA decision-making, improve complaint-handling procedures, develop opportunities for participation in program policy evaluation, develop methods of feedback to consumers, and improve consumer information programs.

Functions:

1. Develops an OSHA Consumer Affairs Program plan concerning the role of client groups in decision-making, the improvement of complaint-handling procedures, and development of opportunities for participation in program and policy evaluation and the development of methods of feedback to consumers.
2. Establishes formal contact with the OSHA consumer organizations representing both client groups and general consumers to solicit input into decision-making.
3. Publishes summaries of significant public comments on proposed OSHA policy and rulemaking in the *Federal Register*.
4. Prepares the OSHA news releases in conjunction with *Federal Register* summaries to allow the greatest possible time for public comment after receipt of the releases.
5. Conducts public and consumer affairs briefings and orientation for the OSHA regional staff in dealing with affected client groups and consumers.
6. Publishes summaries of proposed OSHA regulations and policy in understandable language in the *Federal Register*.

Advisory Committee Support Staff

Mission: To provide to NACOSH an Executive Secretary and to all advisory committees including the Advisory Committee on Construction Safety and Health such management support, secretarial, clerical, and other services as necessary to the conduct of their business.

Functions:

1. Develops policy or assists in the development of policy relating to the establishment and administration of NACOSH such as selection of members, conduct of meetings, and public participation.
2. Maintains liaison with program officer for the purpose of supporting advisory committee requirements.
3. Provides committee management support to ad hoc standards advisory committees, including such services as assisting in the development of prospective members, committee charters, processing clearances for potential

- members, entering new members, and maintaining committee calendars.
4. Supports the operation of advisory committees in matters such as preparation of agendas, submission of *Federal Register* notices, sending meeting notices to members, and providing administrative and secretarial services.
 5. Provides for public access to reports, findings, and transcripts resulting from advisory committee meetings.
 6. Develops input concerning committee management support for the budget.

Hearings Management Staff

Mission: To provide opportunity for interested parties to participate in public hearings on proposed OSHA standards and other regulations.

Functions:

1. Plans appropriate public hearings.
2. Conducts informal public hearings on proposed standards and other regulations.
3. Ensures compilation and maintenance of complete and accurate records of such hearings.
4. Provides appropriate administrative and program support services for the conduct of public hearings.

Division of News Media Services

Mission: To serve as OSHA's primary contact point for reporters from news, trade, and specialized media including services for newspapers, magazines, newsletters, radio, and television stations.

Functions:

1. Writes news releases and Technical Notes for distribution by OPA in accordance with departmental procedures.
2. Answers specific queries from reporters.
3. Conducts news briefings and conferences.
4. Provides broadcast/audio releases.

5. Analyzes and distributes reports from newspapers, magazines, newsletters, and broadcasts.
6. Serves at the National Office level as the sole media contact concerning OSHA hearings, industrial accidents, and special events.
7. Provides public information liaison to standards development teams in the development and issuance of standards in order to advise the teams concerning public impact and to anticipate information program requirements.

B DIRECTORATE OF ADMINISTRATIVE PROGRAMS

Mission: To provide administrative management support to the Occupational Safety and Health Administration (OSHA) in the areas of personnel management, program budgeting and planning, financial control, administrative management systems, and National Office administrative services.

Functions:

1. Prepares the OSHA chapter of the annual Secretary's Report.
2. Provides a personnel management program, which includes staffing, position classification, and employee development.
3. Provides a financial management program, which includes program budgeting and planning, financial control, and grants management.
4. Conducts a program of administrative management systems studies, analysis, development, implementation, and review to provide advice, guidance, assistance, methods, and procedures in the areas of records and organizational management.
5. Provides for a variety of other administrative services including mail, reproduction, printing, distribution, procurement, space, telephone, and property management.
6. Develops, implements, and monitors the OSHA programs in information and records management (files, reports, directives, forms, and correspondence).
7. Conducts programs of forms analysis and design, staff utilization, productivity improvement, and organizational management.
8. Administers the internal OSHA safety and health program.

Office of Human Resources

Mission: To provide for the planning, management, and execution of personnel management programs for the Occupational Safety and Health Administration (OSHA).

Functions:

1. Provide advice and counsel to OSHA's top management officials regarding personnel management program requirements.
2. Plans, develops, issues, and implements personnel standards, policies, procedures, and communications for the efficient conduct of personnel management activities, and to facilitate meeting the needs of OSHA's operating programs.

3. Develops and executes plans which provide for the recruitment, competitive examining, selection, and retention of highly qualified candidates for the OSHA workforce.
4. Plans and carries out a program for position classification and position management including classification maintenance reviews, classification surveys, and other related programs.
5. Advises and assists management on labor management relations issues, including consultations and negotiations with employee unions, and the processing of employee grievances.
6. Advises and assists management on employee relations issues by providing assistance in the handling of disciplinary problems, adverse actions, and performance based actions and a variety of other employee relations subjects.
7. Provides for the competitive examination of candidates through delegated authority from the U.S. Office of Personnel Management, for selection and appointment to the Federal Service in several authorized occupational series.
8. Coordinates the OSHA personnel programs with other OSHA administrative programs and the Department of Labor (DOL) personnel management program.

Office of Management Systems and Organization

Mission: To provide services to the Occupational Safety and Health Administration (OSHA) National and Regional Office managers and supervisors in the study, analysis, development, implementation, and review of OSHA planning, organizing, and other management systems, administrative programs, and training and development activities.

Functions:

1. Reviews new and current management theories and practices and evaluates the potential of those which appear to have useful applications to OSHA management.
2. Conducts surveys of the OSHA organization and makes recommendations for changes in organization.
3. Conducts surveys of OSHA administrative management practices to identify those that would become more effective or efficient through the application of new theories and/or improved techniques.
4. Recommends changes in planning, organization, and other management practices to improve OSHA management performance through the development of new or

improved management structures, systems, or administrative programs.

5. Implements approved changes in planning organization and other management practices through a program of advice and assistance to the OSHA managers and supervisors.
6. Plans for, coordinates, and monitors a program for human resources planning for OSHA.
7. Provides advice and assistance to OSHA management in meeting their long-range strategic planning responsibilities by providing human resources planning information and assistance in applying human resources planning theories and techniques.
8. Identifies and analyzes OSHA human resources planning data, evaluates the status of Agency human resources, and prepares human resources staffing and attrition projections.
9. Maintains awareness of developments in the theory and practice of strategic and tactical human resources planning and in related fields of management and planning theory in order to assess their impact and potential to affect Agency human resources requirements and plans.
10. Acts to strengthen management's commitment to planning for the acquisition and effective utilization of its human resources.
11. Develops, implements, and monitors the OSHA programs in information and records management (files, reports, directives, forms, and correspondence).
12. Conducts programs of forms analysis and design, staff utilization, productivity improvement, and organizational management.
13. Plans, develops, and processes specific courses of action, policies, and procedures for providing employee development and training opportunities for OSHA employees.
14. Plans and carries out a program for conducting on-site surveys and review of OSHA field organizations, and advises Regional and National Office Managers, program official, staff specialists, and others on the results and implications of the surveys and review of the various administrative operations audited.
15. Supports the Agency's Annual Planning Conference and any other management conferences by participating in setting conference objectives and developing methods and materials necessary to achieve desired results.
16. Participates in performance planning by coordinating the development of objectives (Agency, Senior Executive Service (SES), and other), performance

standards based on these objectives, and indicators that measure progress toward achieving objectives.

17. Organizes and coordinates semiannual and annual evaluation sessions for the SES members, including collection of performance data, preparation of SES packages and transmittal to the Department with required support documentation.

Office of Administrative Services

Mission: To plan, direct, coordinate, and implement the Occupational Safety and Health Administration (OSHA) programs for property, real property, space, telecommunications, procurement, printing and distribution; and to provide building and support services to all National Office Agency components.

Functions:

1. Establishes agency requirements and procedures for procurement of supplies; equipment, and services for Small Purchase procurement.
2. Establishes policy and procedures for the OSHA property management system, which includes acquisition, control, accountability, inventory and disposition of agency property.
3. Provides for many and varied support services for the agency; coordinates building and custodial services using departmental organizations and counterparts.
4. Implements a system to provide for printing and nationwide distribution of OSHA publications, forms, directives, standards, and Federal Registers to OSHA and the public.

Office of Program Budgeting, Planning and Financial Management

Mission: To direct and administer the Occupational Safety and Health Administration's (OSHA's) planning and financial management systems including program budgeting, financial control, contract management, and State grants administration; and to service managers at all levels with financial and planning advice and data needed to conduct OSHA's programs.

Functions:

1. Implements planning goals and objectives, resource requirements, operational plans, and review and analysis for OSHA.
2. Directs and coordinates the development and presentation of OSHA's budget to the Department of Labor (DOL), Office of Management and Budget (OMB), and the Congress.

3. Develops and maintains OSHA's employment ceiling resource levels within the national and regional organizations.
4. Plans, directs, coordinates, and implements the effective control of OSHA financial resources.
5. Plans and coordinates OSHA's contract activity with OSHA managers and maintains liaison with DOL on matters concerning OSHA's contract activity.
6. Plans, directs, coordinates, and implements OSHA's State grants program and OSHA's State contracts program under Sections 23(g), 24(b) and 7(c) of the Act.
7. Develops, implements and maintains policy and procedure for fulfilling legislative and administrative requirements for debt collection under the Debt Collection and Improvement Act.

Division of Planning

Mission: To implement comprehensive requirements of DOL management for OSHA to ensure the development of planning goals and objectives, resource requirements, operational plans, and review and analysis; and to conduct additional special analyses of program costs and accomplishments.

Functions:

1. Coordinates program planning, budgeting, and related activities, as required, to formulate Agency resource requests and budget justifications within the DOL planning cycle, including reprogramming action and appeals.
2. Assists primary program officials of the OSHA in developing appropriate target operating levels and management objectives, planning statements, analyses, and reports pursuant to the requirements of the Departmental management process.
3. Analyzes program quantitative operations plans, near-term objectives, resource needs, and alternatives in relation to Agency external commitments made to OMB and the Congress.
4. During budget formulation, develops and recommends program priorities and resource levels. Prepares strategy papers, program memoranda, and narrative budget justifications.
5. During budget execution, coordinates preparation of program operation plan, management-by-objectives reports, and quarterly review and analysis reports for external submission.

6. Initiates, develops, coordinates, and conducts special analytical studies to identify program alternatives and appropriate program levels and mixes using various analytical techniques, including cost-benefit analysis in such studies. Recommends changes resulting from these studies.
7. In cooperation with DOL staff, establishes program and budget structure, and identifies appropriate measures of workload and accomplishments.
8. Maintains liaison with the planning staffs of the Assistant Secretary for Policy, the Assistant Secretary for Administration and Management, OMB, and other organizations as necessary on program planning, budgeting, and review matters.
9. Prepares comprehensive briefing material input for use by the Assistant Secretary for OSHA in presentations to departmental review officials, the OMB, and congressional committees.

Division of Budget and Resource Management

Mission: To direct and coordinate the budget preparation for OSHA.

Functions:

1. Develops budget requests for regular, supplemental, and reprogramming for all elements of the OSHA's program for submission to DOL, OMB, and the Congress.
2. Develops budget instructions and establishes overall parameters for the use of National and Regional Offices personnel engaged in the development of individual budget estimates. Provides training and technical assistance to those employees during the entire project cycle.
3. Participates with the Assistant Secretary in presenting budget requests to DOL, OMB, and the Congress.
4. Develops and implements improved techniques and methods of budget presentation and alternative budget strategies and program funds, as necessary, to carry out new courses of action.
5. Manages exchanges of funds between OSHA and the National Institute of Occupational Safety and Health (NIOSH), the National Cancer Institute, DOL, and subordinate organizations such as the Solicitor of Labor (SOL), and the Bureau of Labor Statistics (BLS).
6. Allocates funds to OSHA National Office and Regional Office managers in accordance with program priorities with the assistance of the financial control division managers, and controls the obligation and expenditure of all funds;

notifies managers of serious deviations from their budgets and participates in abatement procedures.

7. Upon request, represents the Assistant Secretary for OSHA to the budget subgroup of the National Advisory Committee on Occupational Safety and Health (NACOSH), staff representatives of Legislative committees, individual Congressmen, employer/employee associations, and the news media.
8. Maintains control over OSHA's employment ceiling, prepares monthly staffing pattern for OSHA, and notifies OSHA top management of deviations from those levels authorized.
9. Develops and recommends for issuance by the Assistant Secretary for OSHA, top employment ceiling allowances for OSHA managers.

Division of Grants Management

Mission: To plan, develop, direct, coordinate and manage the financial program in support of the OSHA grants-in-aid to States and Federal government agencies under Sections 23(g), 24(b), and 7(c) of the Occupational Safety and Health Act (the Act).

Functions:

1. Plan for the development and implementation of grants-in-aid to State government agencies including operational grants, statistical grants, and enforcement.
2. Develops budget estimates for the grant program as part of the overall OSHA budget.
3. Allocates funds for grants to States in accordance with approved financial plans and grant and contract provisions, and maintains effective controls over allocations.
4. Analyzes grant financial conditions, cost trends, and year-end projections; identifies problems and deficiencies; and recommends program improvements.
5. Provides procedures, instructions, and guidance to Regional Office officials and States concerning grant applications, expenditure reports, closeout notifications, and other financial matters related to grant program management.
6. Provides final Agency review of grant budget requests submitted by State agencies, evaluates fiscal requirements, coordinates discrepancies with Regional and National Offices' organizations, resolves problems, and recommends Agency approval/disapproval of grant requests, supporting financial plans and reports, and closeout documents.

7. Coordinates grant management activities with General Services Administration (GSA), NIOSH, SOL, BLS, auditing organizations, and State governments.

Division of Financial Control and Contract Coordination

Mission: To plan, direct, coordinate, and implement the effective control of OSHA financial resources and the management of OSHA contracts.

Functions:

1. Maintains an effective control over resources allocated to OSHA by cost center and object class.
2. Reviews Regional Office requests, evaluates fiscal requirements, and coordinates the development of annual financial plans.
3. Prepares and presents to OSHA top management staff periodic statements of financial conditions, analyzes trends and year-end projections, identifies problems, and recommends corrective action.
4. Develops and disseminates cost information for operating program and analyzes cost in conjunction with program accomplishments for purposes of accessing alternative uses of financial resources.
5. Develops cost standards for projected or proposed programs and determines financial implications.
6. Formulates and prescribes guidelines for the development of accrual accounting systems.
7. Analyzes expenditure trends, recommending reprogramming actions and future budgeting instructions to alleviate problems being encountered. Revises financial data to support current budget justification and utilization of funds.
8. Serves as OSHA's liaison with DOL on financial matters and recommends/establishes OSHA policy with regard to matters involving travel and payroll.
9. Provides training to National and Regional Office employees engaged in preparing travel authorization, travel vouchers, maintaining time and attendance documents, and overall fiscal operations. Develops procedures and operating instructions, as required.
10. Coordinates all substantive contract activity involving contracts over \$10,000 including:

- a. Review of requests for contracts from the different offices.
 - b. In cooperation with the Office of Policy, Analysis, Integration and Evaluation, recommendations regarding contracting priorities based on these requests and the Assistant Secretary's information needs.
 - c. Assistance to the appropriate offices on the review of both solicited and unsolicited contract proposals.
 - d. Liaison with the DOL contracting officer on all OSHA contract requests.
 - e. Financial and program monitoring of contract activity progress, providing directions and assistance to the contracting officer technical representatives on the exercise of their contracting responsibilities.
11. Prepares periodic progress reports on the status of OSHA contract activity for OSHA top management.
 12. Represents the Agency, as required, at Departmental Sole Source Board to justify requirements and to defend Agency position with respect to specific contract proposals.

C DIRECTORATE OF CONSTRUCTION

Mission: To serve as the Occupational Safety and Health Administration's (OSHA's) principal source for interface with the construction industry, including safety standards, regulations, interpretations, guidance, policies, programs, and compliance assistance to OSHA Offices, other Federal agencies, the construction industry, and the general public with respect to construction safety and health.

Functions:

1. Develops and promulgates safety standards and regulations in coordination with the Directorate of Evaluation and Analysis and the Office of the Solicitor to ensure safe working conditions for the nation's construction workers, and coordinates with and provides assistance to other regulatory agencies on the implementation and enforcement of major construction safety and health laws and standards.
2. Coordinates with the Directorates of Standards and Guidance, and Enforcement Programs in the development of health standards and their interpretation when applicable to the construction industry.
3. Establishes and maintains a construction compliance guidance and assistance program, including issuing letters of interpretation on construction standards policy.
4. Provides construction technical services in engineering, safety, industrial hygiene, and statistical analysis.
5. Coordinates with the Directorate of Cooperative and State Programs on compliance assistance programs on construction training and education, consultation programs, cooperative programs, and outreach.
6. Coordinates with the Office of the Solicitor (SOL) on the legal implications of compliance decisions, interpretations, enforcement cases, or other litigation action for the construction industry.
7. Reviews field enforcement actions in coordination with the Office of the Solicitor and the Regional Administrators.
8. Reviews proposed program plans, standards, and procedures developed by other National Office staff that affect construction field operations to ensure that provisions of the documents are responsive to the construction industry and appropriate for field implementation.
9. Ensures that stakeholders in the construction industry are given adequate and appropriate information regarding Agency activities. Serves as the designated

Federal Office exercising oversight to the Advisory Committee of Construction Safety and Health as required by law and regulation, as well as other stakeholder groups affected by the promulgation of proposed rules to encourage their participation in the rule making process and development of training programs.

10. Prepares special reports on current work practices, control procedures, and abatement methodologies used in the construction industry.
11. Participates and coordinates with the OSHA Training Institute in the overall planning and development of curriculum, goals, and objectives for the Institute's construction safety and health training, and in providing standards experts to serve as course instructors and facilitators in training partnerships.
12. Evaluates the effectiveness of nationwide construction targeting programs to meet Agency needs.
13. Provides engineering assistance to all Agency components and plans and manages a program for investigating construction incidents involving fatalities and catastrophes. Works with the construction industry on engineering issues to enhance safety and health awareness and to reduce fatalities, injuries, and illnesses.
14. Provides statistical and analytical support in the area of construction to all other organizational components of the Agency to aid in long-term planning and analysis.
15. Coordinates with the Directorate of Cooperative and State Programs to ensure that OSHA's State Plan partners are fully considered and offered full opportunity for involvement in the development and implementation of Agency construction standards and policies.

Office of Construction Standards and Guidance

Mission: To provide workplace construction standards and regulations, policy guidance and outreach tools to ensure safe and healthful working conditions.

Functions:

1. Develops and promulgates safety standards and regulations in coordination with the Directorate of Evaluation and Analysis and the Office of the Solicitor to ensure safe working conditions for the nation's construction workers and coordinates with and provides assistance to other regulatory agencies on the implementation and enforcement of major construction safety and health laws and standards.

2. Coordinates with the Directorates of Standards and Guidance, and Enforcement Programs in the development of health standards and their interpretation when applicable to the construction industry.
3. Provides technical assistance, compliance directives, guidelines, interpretations, policies, and clarifications of occupational safety and health standards relating to the construction industry.
4. Gathers relevant information and performs analyses on recommendations for development of new and modified construction safety standards, taking into consideration the needs of all employers from smallest to largest.
5. Actively participates on national consensus and other standards-setting committees and boards as a technical resource and to maintain liaison for the Agency.
6. Provides program and policy recommendations relating to OSHA field compliance activities in the construction industry.
7. Coordinates office activities with other National Office Directorates and with Regional Administrators. Represents the Agency's construction program interests to other Agency directorates and offices.
8. Ensures that the public is given adequate and appropriate information and notice regarding the Agency's standards development, promulgation, and interpretation activities.
9. Coordinates the development and updating of Standard Alleged Violations Elements (SAVE's) for the construction industry.
10. Performs technical reviews of variances, petitions, national interpretations, and other documents related to construction safety and health standards.
11. Reviews documentation involving construction industry compliance issues arising in States operating OSHA-approved State plans upon request from the Directorate of Cooperative and State Programs, the Regional Administrators, or the States.
12. Develops realistic and effective OSHA enforcement programs for the construction industry and participates in incorporating these programs into comprehensive programs for inspections and investigations undertaken by field compliance officers. Develops pertinent regulations, procedures, manuals, and instruction, as necessary.
13. Coordinates with the Solicitor of Labor (SOL) on the legal implications of creation, modification, deletion, or addition to compliance decisions, abatement methods, interpretations and provisions of standards, policies, and procedures relating to the construction industry.

14. Reviews all proposed program plans, standards, interpretations, and procedures developed by the National, Regional, and Area Office staffs which affect construction field operations to ensure that the provisions of the documents are responsive to construction industry needs and capable of field implementation.
15. Provides liaison with the Advisory Committee on Construction Safety and Health by interacting with the committee and interested parties to relate current activities and to receive input for standards and regulations, and for compliance assistance directives to be developed, revised, and/or removed.
16. Coordinates with the OSHA Office of Training and Education to provide information and materials needed for development and/or modification of training programs and educational material relative to proposed and final standards.

Office of Engineering Services

Mission: To provide engineering assistance to all Agency components, and to plan and manage a program for investigating and inspecting construction incidents involving fatalities and catastrophes which receive nationwide attention to determine the cause of such incidents. Works with the construction industry on technical issues to enhance safety and health awareness and reduce fatalities, illnesses, and injuries.

Functions:

1. Acts as technical consultant and advisor to the Assistant Secretary on construction engineering issues and the impact of policy, compliance, and abatement actions on the construction industry.
2. Provides engineering expertise to the Regions and field units to investigate and evaluate serious and/or unusual construction incidents involving fatalities and catastrophes to determine the cause of such incidents. Provides comprehensive reports containing incident details and causal factors.
3. Provides expert engineering assistance and testimony to the Office of the Solicitor in cases under contest
4. At the request of the involved Occupational Safety and Health Administration (OSHA) Region, participates in providing technical assistance for enforcement or voluntary compliance efforts to OSHA approved State programs.
5. Coordinates the activities of the office with other National Office Directorates and Offices.
6. Keeps abreast of changes in developments in the construction industry to develop and execute safety and health engineering feasibility programs.

7. Provides a variety of technical information to the OSHA Training Institute regarding training activities and courses in the construction field.
8. Provides analyses, recommendations, and evaluations of the engineering feasibility of proposed abatement methods, and other occupational safety or health studies which impact upon the construction industry.
9. Coordinates expert engineering assistance on variance requests from the construction industry with the Directorate of Science, Technology and Medicine.
10. Provides liaison with consensus standards groups, professional design, and engineering associations and code-writing bodies to raise issues relating to safety and health in the construction industry.

Office of Construction Services

Mission: To provide safety and health assistance to all Agency components, and to plan and manage a program of working with the construction industry to enhance safety and health awareness and reduce construction accidents.

Functions:

1. Establishes and maintains contacts at all levels of management and labor in the construction industry to facilitate communication and to enhance general safety and health awareness.
2. Provides liaison with the Advisory Committee on Construction Safety and Health by interacting with the committee and providing technical and program information regarding the Agency's activities in the construction field and soliciting input for decision making.
3. Represents OSHA on and maintains technical liaison with appropriate agencies, consensus standards groups, commissions, Committees, Boards and other construction organizations, as well as professionals in the construction industry concerning all matters of interest related to construction safety and health programs; evaluates new techniques and processes applicable to means and methods used in the construction industry and recommend those which are most effective and efficient.
4. Ensures that stakeholder groups affected by OSHA's activities in the construction field are given adequate and appropriate information and notice regarding these Agency's activities, and represents the construction interests in other Agency's programs.

5. Coordinates with the Office of Training and Education to provide technical information and materials needed for training programs and educational products suitable for use in the construction field.
6. Keeps abreast of workplace technological developments involving construction industry practices and specific work processes in order to advise OSHA program offices of their impact on existing standards, priorities, and procedures.
7. Provides technical assistance in developing comprehensive programs for construction occupational safety and health compliance and incident investigation activities.
8. Coordinates with the Directorates of Enforcement Programs and Standards and Guidance, concerning the development and maintenance of policies, procedures, instructions, and directives for the Agency's construction safety and industrial hygiene programs.
9. Develops realistic and effective OSHA enforcement programs for the construction industry and participates in incorporating these programs into comprehensive programs for inspections and investigations undertaken by the field compliance officers. Develops pertinent procedures, manuals and instructions as necessary.
10. Coordinates with and provides assistance to other regulatory agencies on the implementation and enforcement of major construction laws and standards.
11. Coordinates OSHA policy regarding construction occupational injury and illness statistics, advises and consults with key OSHA officials on safety and health issues, and provides data analysis for decision making at the policy level.
12. Coordinates targeting strategy for directing construction safety and health inspections conducted by Federal OSHA and participating States with State plans in coordination with the Directorate of Cooperative and State Programs toward construction projects and contractors with high rates or large numbers of occupational fatalities, injuries, and/or illnesses or other classes of construction activities and evaluates the effectiveness of nationwide construction targeting programs.
13. In coordination with the Directorate of Cooperative and State Programs develops and evaluates demonstration and experimental projects related to construction and facilities OSHA partnerships, alliances, and agreements with construction stakeholders.
14. Participates in the Solicitor's Office screening of construction cases to determine appropriate litigation action. Coordinates with Regional Offices and with the Assistant Secretary's Office to develop OSHA position.

15. Reviews case files for proposed egregious construction enforcement cases for technical accuracy and for conformity with enforcement requirements; reviews case summary memoranda for significant construction enforcement cases to identify construction policy issues.
16. Conducts specialized surveys using quantitative or statistical methods to facilitate research on specific construction safety and health issues.
17. Maintains liaison with the National Institute for Occupational Safety and Health (NIOSH) and the Bureau of Labor Statistics (BLS) to obtain construction injury and illness data.
18. Provides statistical and analytical support to organizational components of the Agency to aid in long-term planning and analysis for the construction industry.
19. Reviews internal and external databases to evaluate construction industry data; reviews the construction data maintained in the IMIS database and makes recommendations for information to be modified, added or removed.

D DIRECTORATE OF COOPERATIVE AND STATE PROGRAMS

Mission: To develop, recommend, and implement policies and procedures and coordinate the programs that guide and support OSHA's cooperative efforts, including compliance assistance and outreach, recognition and partnership programs, small business assistance, training and education, and the Federal/State partnership.

Functions:

1. Coordinates the development and implementation of the Agency's compliance assistance program with participation from all National Office executives and designated Regional Office representatives (Directorate of Compliance Programs, the Directorate of Science, Technology and Medicine, the Directorate of Standards, the Directorate of Construction, the Office of Public Affairs, the Directorate of Evaluation and Analysis, and designated Regional Office representatives).
2. Develops an Annual Compliance Assistance Plan for the Agency, in coordination with National Office directorates and Regional Office designees, and oversees its implementation, ensuring appropriate review and revision, as necessary.
3. Reviews and approves all compliance assistance materials for policy, editorial content, format, and consistency with the Annual Compliance Assistance Plan.
4. Administers a program to encourage States to assume the fullest responsibility for safety and health programs, including the development, approval, performance analysis, and evaluation of State occupational safety and health programs, and develops and implements policies, procedures, and innovative approaches to ensure that such programs meet the effectiveness criteria set by the Act.
5. Identifies program requirements and develops program plans and courses of instruction to implement a program of education and training in occupational safety and health for OSHA staff and employers and employees in the recognition, avoidance, and prevention of unsafe and unhealthful working conditions.
6. Administers a nationwide consultation program, run by the States, which provides on-site support to employers, including the development of policies, procedures, and guidance; the evaluation of the effectiveness and impact of these programs; and the development of innovative approaches and methods.
7. Develops and coordinates the implementation of opportunities for employers, employees, trade associations, professional groups, educational institutions, and other organizations to work collaboratively with OSHA to reduce injuries and illness in the workplace, including cooperative programs such as the Onsite Consultation Program, the Voluntary Protection Programs (VPP), Safety and Health Recognition Program (SHARP), OSHA Strategic Partnership Program

(OSPP), and the Alliance Program.

8. Provides outreach and compliance assistance services to small businesses and serves as the Agency liaison to develop and enhance relationships between OSHA and small businesses.
9. Develops systems to track compliance assistance and cooperative programs, including partnership and recognition programs and the Alliance Program activities, and analyzes results and progress in meeting goals. Documents successes and best practices.

Office of State Programs

Mission: To provide leadership and direction in the Agency's implementation of Section 18 of the OSH Act of 1970 that provides for an effective State-Federal partnership in Occupational Safety and Health Act by developing Agency policy and providing guidance regarding the development, approval, performance analysis, and review of State occupational safety and health programs.

Functions:

1. Develops and monitors OSHA policies and procedures governing standards of operations and the submission, approval of, and changes to State OSH programs. Leads OSHA's efforts to promulgate Federal regulations governing such activity and plans and coordinates a program of technical assistance through the Regional Administrators for designated State agencies in the development, submission, and modification of State OSH programs.
2. Coordinates with other OSHA national office organizations and advocates within OSHA on behalf of State OSH organizations to ensure efficient and effective development and implementation of policies and procedures to further the State-Federal partnership envisioned by the Act.
3. Communicates as a single point of contact with State plan States, including their 21(d) Consultation Programs.
4. Sustains and improves partnership and cooperative efforts and develops innovative approaches to partnership opportunities.
5. Plans and develops policies and procedures to determine the effectiveness and efficiency of State OSH programs sanctioned or subsidized under the Act. This includes policies and procedures for the development and submission of results-oriented State strategic plans and performance plans, supporting States' annual funding requests, innovative models to implement the Federal/State partnership in providing safe and healthful workplaces throughout the nation, and processes for State OSH program performance measurement and management.

6. Develops measures, methods, and tools for evaluating State OSHA programs. Evaluates State OSH programs and reviews State and Regional reports for consistency and adherence to national policy.
7. Provides guidance to States participating in OSH programs in the development, approval, performance analysis, and evaluation of State occupational safety and health plans by regularly monitoring regulations and policy, working to anticipate and address the needs of the partners, maintaining open channels of communication, and assisting the partners to ensure the successful development of the partnership.

Office of Training and Education

Mission: To fulfill the mission of the Occupational Safety and Health Administration (OSHA) by improving the skill and knowledge levels of personnel engaged in work relating to the OSH Act through the development of OSHA policy and the implementation of programs designed to educate and train all Federal and State compliance officers and State consultants, States consultants participating under Section 21(d) of the Act, OSHA professional and technical support personnel, other Federal agency personnel, employers, workers, organizations representing employers and workers, educators who aid in developing curricula and teaching occupational safety and health courses, and representatives of professional safety and health groups in the recognition, avoidance, and prevention of unsafe and unhealthful working conditions.

Functions:

1. Develops and implements the Occupational Safety and Health Administration's national training and education policy and programs.
2. Identifies the current and future skill and knowledge requirements of those who have responsibilities for implementing the Act and develops and executes training and education programs that meet those needs, including management and systems training.
3. Develops and implements programs to improve employer and worker understanding of their rights and responsibilities under the OSH Act and effective safety and health practices.
4. Researches, designs, develops, reviews, and distributes occupational safety and health compliance assistance and outreach training programs and materials.
5. Conducts programs of instruction in occupational safety and health using a variety of methodologies, techniques, and technologies.
6. Manages a quality control system for assessment of the training and educational

services provided and of the resources used to provide these services.

7. Coordinates with other OSHA National Office organizations to identify occupational safety and health knowledge and skill level requirements of those affected by the Act and works to ensure efficient and effective development and implementation of policies and procedures to further the Administration's mission through developing and coordinating a comprehensive nationwide program of training and assistance to employers and workers.

Division of Training and Educational Programs

Mission: To develop occupational safety and health training program plans and the implementation of the Agency's outreach training programs.

Functions:

1. Identifies and describes the types and levels of occupational safety and health training and education problems and services required by Federal and State personnel, employers, employees, and organizations representing employers and employees, as prescribed in section 21(b) and 21(c) of the Act.
2. Establishes priorities among unmet training and education requirements and identifies resources needed to provide this training.
3. Identifies, describes, and determines resources needed for occupational safety and health training and education. Identifies and assesses the capabilities of national training resources to accommodate occupational safety and health training requirements.
4. Recommends approaches for course development, conduct of training, and evaluation of training and education programs.
5. Manages the Agency's discretionary training grants program that emphasizes providing training to small business employers and employees.
6. Develops policy and provides procedural guidance to the OSHA Training Institute in scheduling of resident courses.
7. Develops and maintains a quality control system for assessing training and education services, provided to Federal and State occupational safety and health personnel and to employers and employees and their representatives, and for assessing the resources used to provide these services.
8. Develops policy and provides procedure guidance and oversight to the OSHA Training Institute Education Centers.

9. Administers the Outreach Training Program, a Train-the-Trainer program that provides for outreach training including the participation of small business employers and employees.
10. Establishes and maintains technical documentation to serve the information needs of office staff and students. Concurrently, maintains and operates an educational resource center of training and audio-visual materials for use by office staff, students, and safety and health professionals.

Division of Training and Educational Development

Mission: To provide research, design, and development of training and educational materials in occupational safety and health to respond to the training needs of Federal and State compliance officers, compliance assistance specialists, consultants provided by the State participating under Section 21(d) of the Act, employers and workers, and others involved with and responsible for safety and health in the workplace.

Functions:

1. Establishes policy and procedures for the development of new training and educational systems, programs, and materials.
2. Analyzes instructional requirements and course needs, then designs curricula including a full-range of audio-visual materials and laboratory demonstration equipment that improve training and delivery services for the target population.
3. Provides training and educational development guidance to the National Office, the OSHA Training Institute, Education Centers, Regional Administrators and their staffs, designated State agencies, Federal departments and agencies, and employers and employees and their representatives.
4. Designs and coordinates the evaluation and technical review of OSHA training materials proposed for retention.
5. Develops and reviews OSHA training requirements in standards, guidelines, and directives, and designs and creates programs in support of these requirements.
6. Consults with other agencies and organizations, both private and public, to coordinate training and educational approaches, and materials in order to avoid duplication of effort and improve the effectiveness of training and educational activities in occupational safety and health.

Occupational Safety and Health Administration Training Institute

Mission: To provide basic, intermediate, and advanced training and education in occupational

safety and health for Federal and State compliance officers, consultants provided by the State participating under Section 21(d) of the Act, OSHA professional and technical support personnel, other Federal agency personnel, employers, workers, organizations representing employers and workers, educators who aid in developing curricula and teaching occupational safety and health courses, and representatives of professional safety and health groups.

Functions:

1. Assists in the development of, and implements OSHA policy for accomplishment of training and education goals in occupational safety and health.
2. Provides assistance in the maintenance of curriculum development systems to ensure that all training materials utilized by the Institute reflect OSHA policy, enforcement procedures, current court decisions, and changes to workplace standards and, to address special purpose needs.
3. Assists in the development of, and implements the Occupational Safety and Health Training Institute's (the Institute's) total evaluation system (curriculum, instruction, and improved student knowledge) to ensure quality training and educational opportunities for the Institute's students.
4. Provides instruction at the Institute in basic, intermediate, and advanced courses in occupational safety and health.
5. Plans, develops, arranges, schedules, and conducts the Institute programs of instruction at off-site locations.
6. Establishes, maintains, and operates laboratory facilities for experimental hands-on safety and health training in hazard recognition.
7. Determines the need and arranges for specific outside technical expertise in workplace safety and health from a variety of public and private sources that supplements the Institute's instructional capability.
8. Manages and participates in the presentation of training conducted through facilities and resources other than the Institute; e.g., public and private institutions of higher learning, or organizations representing employees and employers.
9. Determines course prerequisite criteria and student course scheduling.

Division of Administration and Training Information

Mission: To provide administrative services and informational programs for the Office of Training and Education and the OSHA Training Institute.

Functions:

1. Plans, develops, and administers the Office of Training and Education's annual budget for conducting programs that implement OSHA's national training policy.
2. Develops and administers the budgeting, financial, personnel, procurement, office safety/health training material reproduction, and property management systems for the Office of Training and Education. Trains office staff in the efficient use of these administrative procedures.
3. Establishes and maintains student admission and registration procedures for the Institute. Following Office of Management and Budget (OMB) policy, prepares OSHA tuition guidelines, determines appropriate course fees, and manages the billing and collection process.
4. Establishes, maintains, and manages the student course record keeping and course credit system. Confirms student earned credits and issues transcript letters of Continuing Education Units, ABIH points, and transferable college credit hours.
5. Manages the Office of Training and Education's physical facility that includes the Institute with its classrooms and laboratories. Provides building and equipment maintenance, repairs, and security services after determining appropriate resources and coordinating their procurement with the U.S. General Services Administration (GSA) and the Office of the Assistant Secretary for Administration and Management (OASAM).
6. Establishes and coordinates the Office's information outreach program that disseminates training information to personnel with duties related to the Act.

Office of Outreach Services and Alliances

Mission: To fulfill the mission of the Occupational Safety and Health Administration by developing the compliance assistance program and developing and implementing OSHA policy and procedures to establish and foster relationships between OSHA and employers, employees, trade associations, professional groups, and academic institutions to develop a national program of outreach to increase awareness and implementation of safety and health best practices and participation in cooperative programs.

Functions:

1. Works to expand the Agency's safety, health, and environmental outreach and assistance by implementing a coordinated outreach program, enhancing outreach opportunities, and expanding a network of contacts with key health and safety organizations and government agencies, including those responsible for outreach coordination or educational programs.
2. Provides at the National Office level, through a one stop shopping concept, a

point of contact for all special constituencies, such as trade associations and professional groups, for compliance assistance activities.

3. Develops and implements an Agency-wide, Annual Compliance Assistance Plan for OSHA, with participation from relevant OSHA Directorates. This Annual Plan addresses the Agency's compliance assistance priorities, including materials to be developed, and details the responsibilities for carrying out these priorities.
4. Leads a process to ensure that agency officials regularly review the compliance assistance plan for the agency. Ensures participation and input from appropriate agency offices.
5. Reviews and provides final approval of all compliance assistance materials and authorizes the posting of compliance assistance information on the OSHA website to ensure consistency with the Agency's Annual Compliance Assistance Plan.
6. Develops and implements OSHA policy and programs and provides guidance to OSHA staff at all levels to establish and promote national and local Alliances between OSHA and employers, employees, trade associations, professional groups, and academic institutions.
7. Coordinates and monitors Alliance Program activities with Compliance Assistance Specialists or designated Regional representatives to continually evaluate and improve the program.
8. Coordinates with other OSHA national office and regional office organizations and advocates within OSHA on behalf of the Agency's Alliance Program and compliance assistance programs to ensure efficient and effective development and implementation of policies and procedures to further the Agency's objectives.
9. Works with the Office of Training and Education to conduct programs of instruction in occupational safety and health using a variety of methodologies, techniques, and technologies.
10. Coordinates with the Office of Public Affairs on outreach materials for OSHA exhibits at trade shows and professional association meetings and conferences.

Office of Small Business Assistance

Mission: To fulfill the mission of the Occupational Safety and Health Administration by developing OSHA policy, providing guidance, and serving as an advocate within OSHA for the small business community to promote an effective partnership between OSHA and small businesses.

Functions:

1. Develops and implements OSHA policy and provides guidance in promoting effective relationships between small businesses and OSHA.
2. Serves as a liaison and an advocate for small business with trade associations, professional groups, and Small Business Development Centers (SBDCs), and oversees Agency actions to comply with the Small Business Regulatory Enforcement Fairness Act.
3. In coordination with the Office of Public Affairs, increases awareness of the small business program through the enhancement of a coordinated marketing campaign focusing on the small business community.
4. Coordinates with other OSHA national office organizations and advocates within OSHA on behalf of small businesses to ensure efficient and effective development and implementation of policies and procedures to further the Agency's small business initiatives.
5. Serves as agency liaison with stakeholders to further develop and enhance relationships between the Agency and the small business community.
6. Increases awareness of small business programs through participation in national dialogues, safety and health seminars, conferences, presentations, and associated outreach efforts, and through distribution of materials to trade organizations and small businesses.
7. Serves as point of contact for small businesses, trade associations, and professional groups.
8. Develops strategies, policies, and procedures for implementing and evaluating national policy regarding the Consultation Program performed under Section 21(d) of the Act.
9. Develops policy and establishes procedures for Consultation Program operations in States with approved Plans and in non-State-plan States.
10. Analyzes Consultation Project performance reports to recommend program improvements; establishes and maintains a quality control system for assessing consultation services provided to private-sector employers; and proposes evaluation strategies for Consultation component activity under Section 18(b) State plan States.
11. Develops and recommends, as necessary, changes in Consultation Program regulations, program design, procedures, agreements, and/or operations, and ensures implementation of approved changes.

Office of Partnerships and Recognition

Mission: To fulfill the mission of the Occupational Safety and Health Administration by developing and implementing OSHA policy and providing guidance in promoting and establishing Agency recognition programs, including the Voluntary Protection Program (VPP) and the Safety and Health Achievement Recognition Program (SHARP), and partnership programs, including the OSHA Strategic Partnership Program (OSPP).

Functions:

1. Develops and implements policy and provides guidance in promoting recognition programs, such as the Voluntary Protection Program (VPP) and the Safety and Health Achievement Recognition Program (SHARP), and partnership programs, including the OSHA Strategic Partnership Program (OSPP).
2. Coordinates with other OSHA national office and regional office organizations and advocates within OSHA on behalf of the Agency's recognition and partnership programs to ensure efficient and effective development and implementation of policies and procedures to further the Agency's objectives.
3. Serves as the primary source of information on the Agency's recognition and partnership programs for program participants and partners, the Agency, and the general public; and maintains effective communication processes with the partners via meetings, conference calls, and written communications.
4. In partnership with the Office of Public Affairs, increases awareness of recognition and partnership programs by participating in national dialogues, safety and health seminars, conferences, presentations, and associated outreach efforts, and by preparing and disseminating publications and other written materials on OSHA's recognition and partnership programs.
5. Develops and recommends, as necessary, changes in recognition and partnership programs' regulations, policy guidance, and program designs, procedures, agreements, and operations, and ensures implementation of approved changes.
6. Develops, establishes, and promotes new recognition and partnership programs and prepares policy and provides guidance to support their implementation.
7. Develops strategies, policies, and procedures for implementing and assessing the VPP and SHARP recognition and exemption programs.
8. Analyzes VPP site reports and provides recommendation for approval of sites into the program.
9. Provides advice and technical assistance to OSHA Regional VPP Program staff.
10. Oversees the development and implementation of the partnership agreement

process, works with partners to establish partnerships, and drafts partnership agreements.

11. Produces quarterly and annual summaries and designs and prepares progress reports for sites participating in partnerships and partnership evaluations.

E DIRECTORATE OF ENFORCEMENT PROGRAMS

Mission: To provide a balanced program for the Occupational Safety and Health Administration; to establish and maintain a comprehensive occupational safety and health compliance guidance and assistance program, and to establish and maintain discrimination complaint investigation programs.

Functions:

1. Develops and administers a program to implement and support a balanced field occupational safety and health compliance assistance effort.
2. Develops and administers a comprehensive occupational safety and health compliance guidance and assistance program including general industry and maritime, health, and specializations.
3. Develops and administers an occupational safety and health program for all Federal agencies, providing guidance and assistance to the agencies in fulfilling their obligations to provide safe and healthful working conditions for their employees.
4. Evaluates the occupational safety and health programs of the Federal agencies and submits evaluations and a summary report of the status of these programs to the President.
5. Coordinates jurisdictional questions with the Directorate of Evaluation and Analysis as well as compliance assistance issues.
6. Prescribes rules for the conduct of business of the Federal Advisory Committee on Occupational Safety and Health.
7. Develops and administers a Section 11(c) Discrimination program.
8. Conducts the cargo gear accreditation program in accordance with the provisions of 29 CFR 1919.
9. In coordination with the Office of the Solicitor, develops and reviews policies and procedures for implementing the requirements of the Occupational Safety and Health Act concerning jurisdiction and makes appropriate recommendations to the Assistant Secretary.
10. Serves as the agency expert for implementing the requirements of the OSH Act with regard to determining OSHA jurisdiction and preemption issues.
11. Acts as the national office contact for field staff, providing advice and answers to questions about jurisdiction and preemption, interpreting jurisdictional agreements from both federal and state agencies.

12. Establishes and maintains effective, independent working relationships with senior staff and officials in OSHA, Office of the Solicitor (SOL) and other Executive Branch agencies to assure the coordination and comprehensiveness of analyses, assignments, interagency agreements and appropriate actions under the OSH Act.
13. Analyzes proposed OSH Act legislation, Executive Orders, and/or regulations promulgated by federal agencies to determine the impact on OSHA's policies and programs.

Office of General Industry Enforcement

Mission: To develop and execute a comprehensive safety compliance program for general industries through safety guidance development and safety abatement assistance.

Functions:

1. Develops a comprehensive program for occupational safety inspections and investigations in the general industry category undertaken by compliance officers, including those for scheduled inspection, as well as for investigations of complaints, deaths and catastrophes.
2. Develops and maintains an operating Field Inspection Reference Manual/Field Operations Manual and develops other general industry interpretations, procedures and instructions.
3. Provides guidance for the administration of corporate wide settlement agreements by OSHA.
4. Develops and updates General Industry Standard Alleged Violation Elements.
5. Provides technical compliance assistance to the field organizations of the Agency.
6. Provides standards interpretations to the field organizations.
7. Provides responses to and coordinates legal implications of decisions and provisions of documents with the Office of the Solicitor.
8. Develops replies to technical inquiries pertaining to general industry activities with the Directorate of Evaluation and Analysis.
9. Coordinates variance requests with the Directorate of Science, Technology and Medicine and participates in the development of plans and inspection schedules.

10. Reviews documentation involving General Industry compliance issues submitted by State governments upon request from the Directorate of Cooperative and State Programs.
11. Coordinates questions involving jurisdiction with the Directorate of Evaluation and Analysis and participates in the development of memoranda of understanding and other documentation.
12. Provides technical compliance assistance including the development of compliance practices and techniques, and interpretations and clarifications of occupational safety standards involving General Industry programs.
13. Recommends the development of new or revised guidelines.
14. Reviews case files for technical accuracy, adequacy, and legal sufficiency.
15. Coordinates activities with the Regional Administrators and the Regional staffs, as necessary.
16. Coordinates with the Directorate of Cooperative and State Programs and the Office of Federal Agency Programs on issues involving compliance practices and techniques.
17. Develops and Implements National Emphasis Programs.
18. I cases of National Emphasis Programs, special projects or studies, or as required; reviews case files for technical accuracy, adequacy, and in coordination with SOL, for legal sufficiency.
19. In cases of Complex Technical Interpretations that require the development of Directives, special projects, field studies or as required, review of company trade secret information and other process and control data may be reviewed and analyzed for the implementation of practical interpretations and guidance to the field as necessary; and in coordination with SOL, for legal sufficiency.
20. Provides technical assistance, interpretations and clarifications concerning the field application of construction industry safety standards, and Maritime Safety Standards, in coordination with the Directorate of Construction and the Office of Maritime Enforcement.
21. Coordinates decisions concerning legal appeals of safety compliance issues with SOL and recommends litigation strategies to the Directorate and Agency managers.
22. Coordinates with the Directorate of Evaluation and Analysis, the Environmental Protection Agency, the Chemical Safety Board of the Department of Transportation, and other regulatory agencies, on the implementation and

enforcement of major environmental and occupational laws and standards (e.g., Process Safety Management and Risk Management Program; Powered Industrial Trucks and Non Road Large Spark Ignition Engines, etc).

23. Coordinates the review of significant enforcement cases, including instance-by-instance penalty cases (“egregious cases”) for general industry inspections with the Regional Offices, the SOL, and the Office of the Assistant Secretary.
24. Provides assistance to the Office of Public Affairs with regard to writing speeches, updating fact sheets, and by providing speakers and educators for conferences, and training at the OSHA Training Institute, and on CDVs.

Office of Health Enforcement

Mission: To provide the Occupational Safety and Health Administration with a comprehensive strategic and well-planned program to address occupational health compliance, including occupational health program direction, industrial hygiene policies, and procedures, technical and compliance assistance, enforcement policies and procedures, and information dissemination.

Functions:

1. Develops a strategic program for occupational health inspection investigation activities to be undertaken by health compliance officers, including scheduling of inspections, as well as the development of Special or National Emphasis Programs, as necessary, to address the nation’s occupational health issues.
2. Develops and maintains policies, procedures, instructions and directives for the agency's occupational health and industrial hygiene programs.
3. Develops interpretive guidance to the public in the form of formal letters of interpretation on all OSHA health standards and issues. Ensures guidance reports current Agency policy and is legally sufficient.
4. Provide leadership in the national occupational health arena by participating in national conferences, meetings and training events to explain the Agency’s occupational health enforcement policies and procedures.
5. Provides technical assistance to the field organizations of the Agency through the development of compliance practices, techniques, interpretations, and clarifications of occupational health standards and issues.
6. Provides technical assistance, interpretations and clarifications concerning the field application of construction industry health standards in coordination with the Directorate of Construction and Office of Maritime Enforcement.

7. Conducts original literature research, evaluates special reports and analyzes statistical data in order to develop unique replies to highly technical inquiries pertaining to health compliance activities and operations.
8. Evaluates and assists in coordinating variance requests with the Directorate of Science, Technology and Medicine (DSTM).
9. Coordinates compliance assistance issues with the Directorate of Science, Technology and Medicine, including determination of the requirements and specifications for technical equipment, measuring and sampling devices, and personal protective equipment used by agency compliance officers.
10. Coordinates the resolution of health compliance issues involved in enforcement programs developed by State Plan States with the Directorate of Cooperative and State Programs.
11. Develops, as necessary, National Emphasis Programs, special projects or studies as required by current Agency direction. Reviews case files for technical accuracy, adequacy, in coordination with the SOL, for legal sufficiency, to sustain the Agency occupational health enforcement agenda.
12. Coordinates with the Office of the Solicitor on the legal implications of compliance policy, compliance interpretive guidance and procedural recommendations.
13. Provides broad national level direction and guidance to Federal agencies in coordination with the Office of Federal Agency Programs to assist them in implementing effective occupational health programs.
14. Coordinates jurisdiction issues regarding compliance with health issues with the Directorate of Evaluation and Analysis and participates in the development of Memorandums of Understanding and other documents.
15. Coordinates with the NIOSH, MSHA, FDA, the Environmental Protection Agency, and other relevant regulatory agencies on the implementation and enforcement of major environmental and occupational laws and standards (e.g., superfund regulations, AHERA, CERCLA, asbestos Hazard Communication, Hazardous Waste Bloodborne Pathogens).
16. Coordinates decisions concerning legal appeals of health compliance issues with the Solicitor of Labor and recommends litigation strategies to the Directorate and agency managers.
17. Develops and updates Standard Alleged Violation Elements (SAVE's) for the use of the agency's health compliance staff when citing occupational health violations.

Office of Maritime Enforcement

Mission: To provide the Occupational Safety and Health Administration (OSHA) with a strategic and well-planned program to address occupational safety and health enforcement for the maritime industries, including comprehensive program guidelines, policies, procedures, technical assistance, and information dissemination. The maritime industries encompass Shipyard Employment (29 CFR Part 1915), Marine Terminals (29 CFR Part 1917), Longshoring Operations ((29 CFR Part 1918) and Gear Certification (29 CFR Part 1919).

Functions:

1. Develops a strategic program and policy recommendations to be undertaken by compliance officers in the maritime industry, including those for targeted industries/hazards and scheduled inspection programs, and investigations of imminent danger situation, fatalities, catastrophes, complaints, referrals, and follow-up inspections.
2. Develops a realistic and effective OSHA enforcement program for the maritime industry, and participates in incorporating these programs into a comprehensive program for inspections and investigations undertaken by field compliance officers by developing or revising program guidelines, national emphasis programs (NEPs) regulations, procedures, manuals, and instructions, as necessary.
3. Develops and updates Standard Alleged Violation Elements (SAVE's) for occupational safety violations affecting the maritime industry.
4. Provides technical assistance to Agency field organizations including the development of compliance practices and techniques, and interpretations and clarifications of occupational safety and health standards involving the maritime industry.
5. Coordinates with the SOL on the legal implications of compliance policy and procedural recommendations involving the maritime industry; develops litigation strategy recommendations for the Directorate of Enforcement Programs and the Agency; reviews field office inspection case files for technical accuracy, adequacy, and legal sufficiency.
6. Replies to technical inquiries and requests for interpretations/clarifications of occupational safety and health standards pertaining to the maritime industry; conducts original literature research, evaluates technical reports/information and analyzes statistical data, in order to ensure accurate responses.
7. Coordinates the activities of the Agency's Maritime Steering Committee (MSC) which is comprised of National Office and Field Office representatives, for developing recommendations for OSHA policy, procedures and product support; provides management, technical and administrative staff support for implementing MSC recommended initiatives that are acted upon by the Agency.

8. Evaluates and assists in coordinating variance requests from the maritime industry with the Directorate of Science, Technology and Medicine.
9. Coordinates maritime industry activities with other National Office Directorates and, through the Directorate of Enforcement Programs, with Regional Administrators and their staff; provides policy, procedural, and technical support for the review and/or development of maritime information and products.
10. Conducts liaison with other National Office Directorates, other Federal and State agencies, and pertinent private sector groups regarding maritime industry issues and initiatives.
11. Provides advice and develops responses regarding maritime industry jurisdiction and preemption involving both Federal and State agencies, and international conventions/agreements; participates in the development of memoranda of understanding and other documentation.
12. Conducts the cargo gear accreditation program in accordance with the provision of 29 CFR 1919 and provides management direction for this program and administrative support for associated program documentation.

Office of Investigative Assistance

Mission: To ensure effective administration of Section 11(c) of the Occupational Safety and Health Act (the Act), which provides that no person shall discharge or discriminate against an employee because the employee has filed a complaint in proceeding under the Act; or exercised any other rights afforded by the Act, and twelve other, similar whistleblower statutes as follows:

- 1 Section 31105 of the Surface Transportation Assistance Act (STAA)
- 2 Section 211 of the Asbestos Hazard Emergency Response Act (AHERA)
- 3 Section 7 of the International Safe Container Act (ISCA)
- 4 Section 211 of the Energy Reorganization Act (ERA)
- 5 Section 322 of the Clean Air Act (CAA)
- 6 Section 110 of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA)
- 7 Section 507 of the Federal Water Pollution Control Act (FWPCA)
- 8 Section 1450 of the Safe Drinking Water Act (SDWA)
- 9 Section 7001 of the Solid Waste Disposal Act (SWDA)
- 10 Section 23 of the Toxic Substances Control Act (TSCA)
- 11 Section 519 of the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (AIR21)
- 12 Section 806 of the Corporate and Criminal Fraud Accountability Act of 2002 (CCFA)

Functions:

1. Monitors the conduct of on-site investigations of complaints filed under Section 11(c) of the Act.
2. Maintains liaison with appropriate agency officials concerning other program ramifications of whistleblower complaints; coordinates legal proceedings with the OSHA Regional and National Office legal staffs and assists in litigation proceedings; and coordinates investigations with other Federal and State agencies such as the Environmental Protection Agency, the Nuclear Regulatory Agency, the Federal Aviation Administration, the Security Exchange Commission and others.
3. Informs the Assistant Secretary through periodic as well as special reports, of the achievements and significant problems of the whistleblower program function.
4. Provides technical training in investigative techniques and program issues to the field staff.
5. Provides technical assistance to the whistleblower field staff on complex and/or controversial technical issues.

Office of Federal Agency Programs

Mission: To ensure that each Federal agency is provided with the guidance necessary to implement an effective occupational safety and health program within the agency, and to inform the President on the progress being made through detailed evaluations, reports and studies of agencies' occupational safety and health programs.

Functions:

1. Provides leadership and guidance to the heads of Federal agencies to assist them in implementing effective occupational safety and health programs.
2. Develops policies, regulations, program plans and procedures for Federal agency evaluation, training, consultation, standards review, inspection and field council programs.
3. Provides policy guidance to OSHA Regional Administrators on Federal consultations; targeted, complaint or other inspections; evaluations; training; and Field Council operations.
4. Evaluates Federal agency occupational safety and health programs and recommends to agency heads improvements needed to make programs more effective in providing safe and healthful working conditions for Federal employees. Submits to the President reports of such evaluations and agency responses.

5. Establishes Federal agency compliance policies and monitors the effectiveness of the compliance activities of OSHA field offices.
6. Establishes requirements for Agency Certified Safety and Health Committees. Reviews agency submissions, recommends certification where agencies meet established criteria and monitors committee operations.
7. Provides support to Federal agencies in the correction of hazardous working conditions and provides assistance and guidance to agencies in the use and interpretation of OSHA safety and health standards. Develops policies and procedures for consideration of agency requests for alternate and/or supplementary standards and for the resolution of standards conflicts.
8. Establishes priorities for, and provides guidance to Federal agencies and the OSHA Training Institute in the provision of occupational safety and health training for Federal agency personnel.
9. Develops and maintains a recordkeeping and reporting system based on OWCP data for Federal agency programs, prepares and publishes an annual statistical summary. Develops and maintains requirements for the Federal Integrated Management Information System based on data from OSHA field personnel and files generated by OWCP.
10. Analyzes statistical data to determine government wide and/or agency trends in injury or illness causes nature, costs, etc. publishes periodic reports of such analyses.
11. Provides executive secretariat to the Federal Advisory Council on Occupational Safety and Health to assist and guide it in fulfilling its role of advising the Secretary of Labor on governmental safety and health matters.
12. Sponsors and provides leadership to Field Federal Safety and Health Councils to make them effective partners with OSHA in the dissemination of information and services, including the sponsorship of training courses and other mutual assistance efforts.
13. Prepares and submits to the President an annual formal report on the occupational safety and health program in the Federal Government, subject to Office of Management and budget review and clearance.

Division of Enforcement and Technical Guidance

Mission: To provide Federal agencies and OSHA field staff with technical and program guidance concerning OSHA standards, compliance procedures, injury/illness data, and training.

Functions:

1. Provides guidance to Federal departments and agencies with regard to program design and implementation. Provides technical advice on the correction of unsafe or unhealthful working conditions.
2. Develops policies and procedures for, and coordinates the review of agency alternate standards for consistency with, OSHA standards.
3. Develops and maintains a system for the collection and analysis of occupational safety statistics for the Federal Government. Publishes an annual statistical summary of the causes, costs, and trends of Federal sector injuries and illnesses.
4. Develops and maintains Federal agency requirements for the Integrated Management Information System. Provides data on activities conducted by OSHA field personnel with Federal agencies.
5. Develops policies, procedures, and criteria for Federal agency targeted inspections. Identifies individual and high hazard agency installations, develops targeting lists, and distributes these lists to OSHA Regional Offices.
6. Responds to Federal employee reports of hazards received directly or referred by members of Congress.
7. Maintains liaison with other agencies and organizations to obtain assistance when needed in investigating accidents, or inspecting as a result of reports of unsafe or unhealthful conditions.
8. Processes and monitors reprisal complaints received at the National Office.
9. Resolves failure-to-abate cases forwarded by Regional Administrators to the National Office for resolution with agency headquarters.
10. Interprets OSHA standards in response to requests from Federal agency occupational safety and health personnel and employee representatives.
11. Develops and updates portions of the Field Inspection Reference Manual pertaining to Federal agency compliance policies and procedures. Interprets the Field Inspection Reference Manual for OSHA field staff and personnel from other Federal agencies.
12. Serves as liaison to the Office of Training and Education and to the OSHA Training Institute with regard to the need for Federal agency training courses. Provides assistance and advice in the development of course materials that include Federal agency program requirements.
13. Develops and maintains statistical data in support of Government injury/illness reduction incentive programs.

Division of Federal Program Direction and Evaluation

Mission: To promote improvement in Federal agency occupational safety and health programs through comprehensive program evaluations, interagency coordination, and Government-wide incentive programs.

Functions:

1. Develops policies, procedures, and guidelines for the conduct of Federal agency occupational safety and health program evaluations.
2. Plans, conducts, coordinates, and reports on comprehensive evaluations of Federal agency occupational safety and health programs. Reports findings and recommendations to the President and the evaluated agencies.
3. Performs special studies of Federal agency occupational safety and health programs.
4. Develops and maintains policies, procedures, and requirements for the establishment of Agency certified Safety and Health Committees.
5. Develops and maintains Department of Labor (DOL) regulations, Part 29 CFR 1960, which the heads of agencies must follow in operating their occupational safety and health programs.
6. Provides national direction and guidance to Federal agencies by initiating Presidential policies and directives.
7. Coordinates multi-agency efforts to address safety and health problems common to many Federal agencies.
8. Provides policy guidance and administrative and technical assistance to NACOSH and its ad hoc and standing committees.
9. Develops policies, criteria, objectives, and plans for the Field Federal Safety and Health Council program. Encourages agency heads to participate in the field council program, and provides guidance to OSHA Regional Offices in establishing and implementing effective field safety and health council programs. Reviews applications for councils, issues and revokes charters, monitors council activities, and reviews annual council activities and annual council reports.
10. Plans, organizes, and administers the annual President's Safety and Health Award Program and Field Council Awards Program.

11. Plans, organizes, and develops national safety and health campaigns for use by Federal agencies and Federal Safety and Health Councils. Prepares Presidential policy papers, technical program materials, and guidelines for agency Federal Safety Council use in implementing the campaigns.
12. Plans, organizes, and administers Federal safety and health conferences.
13. Develops and distributes publications, newsletters, and safety and health regulations to Federal agencies and field councils.
14. Develops guidelines for preparation of agency annual reports to the Secretary of Labor. On the basis of annual reports and other information, prepares annual report to the President on the status of the occupational safety and health of Federal employees, identifying program deficiencies and recommending improvements.
15. Serves as liaison to the Directorate of Evaluation and Analysis regarding memoranda of understanding, congressional testimony, Federal agency related briefings, and other policy issues as needed.

F DIRECTORATE OF EVALUATION AND ANALYSIS

Mission: To provide Agency-wide evaluation and analytic leadership and services in support of OSHA program, legislative, regulatory, statistical, and policy development activities; and based upon such evaluations, analyses and studies, to provide advice and recommendations relating to OSHA's legislative, regulatory, program planning, program development, and program operations activities to the Assistant Secretary for Occupational Safety and Health and OSHA program directors.

Functions:

1. Designs, develops and implements the Agency's plans, programs and activities to conduct evaluation and analytic studies and activities in support of the Agency's operations and its legislative, regulatory, statistical and management plans and priorities.
2. Plans and conducts specific evaluation, analytic and research studies related to Agency strategic and operational plans, including studies of the economic feasibility and impact of alternative programs or activities under consideration.
3. Plans and conducts specific evaluation, analytic and research studies pertaining to the development and issuance of Federal Regulations related to OSHA, including those related to OSHA's paperwork requirements.
4. Plans and conducts specific evaluation, analytic and research studies related to the development of the Agency's legislative priorities, and in response to extra-OSHA legislative initiatives, in coordination with appropriate involved Department of Labor and other officials and offices.
5. Plans and conducts specific evaluation, analytic and research studies and activities to maintain the Agency's statistical program and provides liaison with the Bureau of Labor Statistics and other entities with interests in OSHA statistics and recordkeeping activities.
6. Plans and conducts specific evaluation, analytic and research studies and surveys of external OSHA stakeholders to measure customer satisfaction with Agency performance and to develop improvement strategies.

Office of Statistical Analysis

Mission: To plan, develop, direct and maintain the occupational injury and illness data required to support the occupational Safety and Health Administration (OSHA) in fulfilling its mandate under the Occupational Safety and Health Act of 1970; to meet the statistical needs of the Agency by providing research and analysis of existing data sources and by developing new sources of statistical information; and to provide a focal point for communications within the Agency on statistical matters and data.

Functions:

1. Defines the types of cases measured by the Annual Survey of Occupational Injuries and Illnesses; also maintains a consistent recordkeeping system for one million employers as required by the Occupational Safety and Health Act.
2. Supports OSHA compliance efforts nationwide by providing statistical and technical review of recordkeeping citations and screening of egregious recordkeeping cases prior to citation.
3. Provides litigation support and serves as the Department's expert witness in litigation on recordkeeping and related matters.
4. Works with OSHA components to ascertain the data needs of OSHA programs, and plans and develops statistical systems necessary to meet those needs; designs and maintains a quality management program for these OSHA data systems.

Office of Evaluations and Audit Analysis

Mission: To analyze, develop, and recommend policy and program options with respect to the mission and programs of the Occupational Safety and Health Administration (OSHA); to integrate and coordinate policy analysis and decision-making to advise the Assistant Secretary for OSHA on policy, long-term planning, research and evaluation matters, and the considerations relating to overall national OSHA planning and programming.

Functions:

1. Designs, develops and implements the Agency's plans, programs and activities to conduct evaluation and analytic studies and activities in support of the Agency's planning, operations, and management priorities.
2. In coordination with the OSHA program offices, develops long-range goals, objectives, plans, and priorities to modify, improve, or extend overall occupational safety and health programs and recommends methods for their implementation.
3. Designs experiments and pilot projects to assess the feasibility of new or innovative programs in the Agency.
4. Designs and conducts evaluations to measure the success of the overall OSHA program or specific segments of programs. Using mathematical, statistical, econometric, and other scientific methods, conducts research on a variety of diverse factors that affect national OSHA programs, and determines the best mix and use of quantitative decision processes to develop programs that will result in better safety and health at the workplace.

5. Conducts lookback studies of regulations required under the Regulatory Flexibility Act.
6. Designs comprehensive systems for the national review of Regional Office and Area Office audits, establishes overall requirements and procedures for audit programs to be carried out by Regional Office staff. Conducts on-site reviews of Regional Offices and selected Area Offices and assesses field operating effectiveness. Conducts on-site review of functions of selected Area Offices to assess the effectiveness of the Regional Office Audit Program. Develops an audit report to present findings, including strengths, deficiencies, and trends in performance.
7. Develops recommendations for improvements in field operations and national and regional policies, procedures, and changes in operating programs including management and administration, Federal/State operations, technical support, training and education, and cooperates with the Directorate of Enforcement Programs with respect to Federal agency programs.
8. Provides ad hoc and special studies and reports, as needed, in support of Agency initiatives, including advice and assistance to senior Agency management on needed changes in OSHA's program delivery. This is accomplished by providing assistance to the agency on management consulting, problem solving, union-management partnership activities, performance measurement, and performance driven process improvement, and the development of experimental or innovative prototype program approaches.
9. Manages the Agency programs and activities in support of e-correspondence and other correspondence management and control activities.
10. Plans and conducts specific evaluation, analytic and research studies and surveys of external OSHA stakeholders to measure customer satisfaction with Agency performance and to develop improvement strategies.

Office of Program Review

Mission: To conduct analyses, studies and related activities to ensure that the Occupational Safety and Health Administration (OSHA) is fully responsive to Congressional interest in issues relating to OSHA's policies and program requirements, to assess the legislative proposals relating to the Agency and the Agency's legislative priorities, both in terms of proposed Congressional actions and the DOL legislative program; to develop and coordinate OSHA's response to other Government agencies' regulatory actions affecting occupational safety and health; and to implement the requirements of the Occupational Safety and Health Act (the Act) concerning the jurisdictions of Federal agencies' activities in safety and health matters.

Functions:

1. Serves as the principal support staff to the Assistant Secretary with respect to legislative and Congressional activities; coordinates with the Department of Labor's (DOL's) Office of Congressional and Intergovernmental Affairs (OCIA) on all OSHA activities of interest to the Congress; serves as OSHA's focal point for contact on matters of Congressional interest; advises the OSHA executive staff, as appropriate, on all legislative proposals affecting OSHA; analyzes and assesses the impact of proposed legislation; prepares the Assistant Secretary and Agency management for Congressional testimony; coordinates and integrates responses to GAO investigations and reports; reviews all reports and correspondence to the Congress; and ensures prompt responses to the Congress on all inquiries relating to activities of OSHA.
2. Assesses, with technical inputs from program offices, relevant proposed legislation and/or regulations of other agencies; implements the requirements of the Occupational Safety and Health Act (the Act) which deal with coordination of Federal activity in safety and health matters; and provides the Assistant Secretary with staff support with regard to international affairs.
3. Maintains, in conjunction with the Department of Labor's (DOL's) Office of Congressional and Intergovernmental Affairs (OCIA), an effective liaison with the Congress on Agency activities of interest to the Congress, and, as necessary, maintains liaison with Congressional and other Government agencies and public and private groups having an interest in legislative matters affecting safety and health.
4. Directs analyses and assesses impact of current or proposed legislation affecting OSHA. Monitors the implementation by other agencies of legislation that affects OSHA. Cooperates with the Directorate of Enforcement Programs with respect to Federal agency programs and jurisdiction.
5. In conjunction with the OCIA, assists the Assistant Secretary and other senior executives in the development and implementation of plans and strategies for OSHA's legislative program and specific legislation initiatives.
6. Develops suggested State and local legislative proposals, working closely with the Directorate of Enforcement Programs, the Directorate of Cooperative and State Programs, and the OCIA, using input provided by other Agency components.
7. Provides current information to assist the staff of the Directorate of Administrative Programs, in coordination with the Office of the Assistant Secretary for Administration and Management, and the OCIA, on program issues arising during the appropriations process.
8. Serves as the Agency focal point to facilitate communications and operations between OSHA and other Federal agencies concerning their activities for private sector employees: by providing a clearinghouse mechanism for receiving inquiries

or requests from other Federal agencies for information assistance; and by establishing close cooperative relationships in such matters with appropriate Federal agencies to coordinate activities relating to occupational safety and health research, standards-setting, and enforcement program, particularly with respect to effects on small businesses.

Office of Regulatory Analysis

Mission: To develop, identify, and evaluate alternative provisions for proposed occupational safety and health regulations that will achieve worker protection in a cost-effective and environmentally acceptable manner, with appropriate consideration for their effects on small businesses, as required by the Regulatory Flexibility Act of 1980 and the Small Business Regulatory Enforcement and Fairness Act of 1996. To cooperate with the Directorate of Enforcement Programs in its function, with respect to other Federal Agencies, as the focal point to facilitate communications and operations with such other Federal agencies having regulatory responsibilities in the area of safety and health; to develop and maintain a liaison function with such other Federal agencies concerned with safety and health standards-setting; and enforcement to make the most efficient use of resources, achieve consistent Federal regulatory policy, and improve the protection of the public health and environment.

Functions:

1. Researches and evaluates the economic and technological feasibility of alternative standards provisions, considering such factors as time required for compliance, the availability of material, technology, and operating resources associated with each such alternative.
2. Conducts studies to estimate the costs of complying with alternative standards provisions and evaluates the economic impact of those costs on affected sectors and the economy as a whole, including potential impacts specifically on small businesses. Conducts analyses of the benefits, such as reduced medical costs and increased productivity, of proposed and final rules.
3. Prepares economic analyses as required under Executive Order 12866 and the Regulatory Flexibility Act of 1980, as amended.
4. Furnishes advice and guidance on the technological, economic, environmental, and risk reduction consequences of OSHA rules and rulemaking-related policies and legislation, including effects on small businesses.
5. Assesses the environmental impact of alternative standards provisions and prepares environmental impact statements required under the National Environmental Policy Act of 1969.
6. Prepares analyses to support regulatory and non-regulatory alternatives that address significant risks in a technically feasible, cost-effective manner, create the

least adverse economic and environmental impact, and give appropriate consideration to the circumstances of small businesses.

7. Maintains effective relationships with labor, industry, the Small Business Administration, other Federal agencies, State agencies, and national consensus and other standards-setting committees and boards to obtain information, provide advice and technical assistance, and explain economic and regulatory flexibility analyses prepared in support of new and modified standards and regulations.
8. Provides expert advice and assistance to other teams in the Directorate and other Agency field and headquarters organizations on the preparation of economic and regulatory flexibility analyses of new and modified standards and regulations.
9. Develops economic materials, analyses and data needed for SBREFA Panels and to comply with the Unfunded Mandates Reform Act and Executive Orders related to costs to State and local governments.

G DIRECTORATE OF INFORMATION TECHNOLOGY

Mission: To provide a comprehensive, integrated management information, data collection and analysis, and networked communications program for the Occupational Safety and Health Administration (OSHA).

Functions:

1. Provides for the analysis, design, programming, testing and operation of all OSHA central information systems, for the administration of OSHA central databases, and for the performance of automated data processing (ADP)-related information resource management activities.
2. Provides for the development, testing, installation and management of national OSHA telecommunications networks and the coordination of OSHA networks with Federal, Departmental, OSHA field, and State programs.
3. Develops, directs and maintains occupational injury and illness data; provides the statistical coordination and analysis required to support OSHA in fulfilling its legal mandate; and provides research and analysis to identify new sources of statistical information.
4. Coordinates OSHA-wide performance measurement systems that evaluate Agency effectiveness in meeting its mission and the requirements of the Government Performance and Results Act of 1993.
5. Manages systems for the electronic transmission of occupational safety and health information to OSHA staff, partners and customers, including the provision of OSHA services on the Internet.
6. Serves as Chief Information Officer (CIO) for OSHA, providing automated information resource management oversight, including that required under the Information Technology Management Reform Act (ITMRA).

Office of Management Data Systems

Mission: To provide the management, design, programming and operation of the Occupational Safety and Health Administration (OSHA) information processing systems; the performance of OSHA automated data processing resources management activities; and the review and evaluation of OSHA's information processing and telecommunications requirements.

Functions:

1. Design ADP systems to support OSHA's information requirements.
2. Provide the OSHA information resources management, policy formulation,

planning and operational support in the area of ADP.

3. Manage the OSHA information and data processing operations.
4. Coordinate ADP-related information resources and technology issues with other Federal agencies, Department of Labor (DOL) offices, Bureau of Labor Statistics (BLS), OSHA offices, and State programs.
5. Maintain the OSHA program system library.
6. Obtain and process data for the development of safety and health standards and compliance procedures.
7. Manage the OSHA telecommunications system design, acquisition, and operation.
8. Approve ADP information and telecommunications system design and acquisition of required equipment and operational capabilities.
9. Coordinate ADP and other related actions with congressional and Federal agencies, DOL, OSHA offices, and State programs.
10. Provide executive direction to the Office of Management Data Systems (OMDS) divisions and branches to accomplish the OMDS mission.

Branch of National IMIS Systems

Mission: To provide for the analysis, design, programming, testing, installation, and operation of all OSHA central information systems: the administration of OSHA databases; the performance of ADP-related information resources management activities; the management of national telecommunications networks and integration with the central computer; and coordination with Federal agencies, DOL offices, OSHA offices, and State programs.

Functions:

1. Design, develop, program, test, install, maintain, and operate OSHA central computer information processing systems.
2. Manage the central computer operations and on-line computer services.
3. Perform ADP-related information resources management activities, including annual and five-year systems development and equipment acquisition planning.
4. Administer all OSHA databases.
5. Provide ADP information processing and telecommunications advice to OSHA offices for central processing using multiple function information processors.

6. Coordinate information processing systems design and operation activities with Federal agencies, DOL, and OSHA offices.
7. Provide management data retrieval services in support of all OSHA programs.

Branch of National Systems Development

Mission: To provide for the analysis, design, programming, testing, and maintenance of all OSHA central processor information systems; administration of OSHA databases; the performance of ADP information resources management activities; and coordination with DOL, OSHA offices, and State programs.

Functions:

1. Design, develop, program, test, and maintain all OSHA central computer information processing systems.
2. Administer the OSHA databases and ensure the quality, accuracy, and integrity of OSHA databases.
3. Perform ADP-related information resources management activities, including the development of annual and five-year systems development and equipment acquisitions plans.
4. Manage the design and operation of national telecommunications systems that interface with the central computer information systems.
5. Coordinate information processing systems design activities with DOL, OSHA, OMDS offices, and State programs.

Branch of Information Processing

Mission: To provide for the installation and operation of all OSHA ADP systems, the operation of host level telecommunications systems and computer on-line services, and coordination with DOL, OSHA offices, and State programs.

Functions:

1. Manage the OSHA central processor computer services and ensure a high level of on-line response.
2. Test, install, and accept for production computer information systems central processing.

3. Establish physical and electronic security safeguards.
4. Supervise data entry, edit, and audit activities for central processing of ADP information systems.
5. Provide data retrieval services.
6. Perform the ADP-related information resources management activities including the preparation of annual and five-year systems development and equipment acquisition plans.
7. Coordinate with OSHA and OMDS central processor - mini/microcomputer interfaces, on-line telecommunications access, and computer services.

Division of Field IMIS Systems

Mission: To provide for the analysis, design, programming, testing, and installation of micro/minicomputer systems, the design and management of regional electronic mail and telecommunication systems, the performance of ADP-related information resources management activities, and the coordination with Federal agencies, DOL, OSHA offices, and State programs.

Functions:

1. Design, develop, program, test, and maintain mini/microcomputer information systems for the OSHA integrated management information system, office telecommunications networks automation.
2. Provide installation, systems training, and support on mini/microcomputer systems to OSHA headquarters, Regional, Area, and State Program Offices.
3. Perform ADP-related information resources management activities including annual and five-year systems development and equipment acquisition plans.
4. Provide information processing and telecommunications technical advice to OSHA offices for mini/microcomputer information processing.
5. Coordinate mini/microcomputer systems design, installation, and training with OSHA, Regional, Area, and State Program Offices.

Branch of Field Systems Development

Mission: To provide for the analysis, design, programming, and testing of mini/microcomputer systems and electronic mail and field telecommunications systems, performance of ADP-related information resources management activities, and coordination with DOL, OSHA offices, and

State programs.

Functions:

1. Design, program, and test mini/microcomputer systems, including the database design and specification of database management systems.
2. Design, install, and manage the electronic mail and OSHA telecommunication networks.
3. Participate in ADP-related information resources management activities.
4. Coordinate with OSHA offices, OMDS, and State programs on mini/microcomputer technology applications to integrated management information systems.

Branch of Field Systems Support

Mission: To provide for the design and installation of mini/microcomputer operation training procedures and documentation; installation and operating assistance for OSHA, Regional and Area Offices, and State programs; performance of ADP-related information resources activities and the coordination with OSHA offices and State programs.

Functions:

1. Provide installation, operation, and training support to OSHA headquarters, Regional and Area Offices, and State programs.
2. Prepare operations and training procedures and documentation for mini/microcomputer information systems.
3. Determine additional user requirements to extend the Integrated Management Information System to provide comprehensive information processing support to OSHA National, Regional, and Area Offices, laboratories, and State programs.
4. Coordinate IMIS design, operation, and telecommunications issues with OMDS offices; OSHA National, Regional, and Area Offices; and State programs.

H DIRECTORATE OF SCIENCE, TECHNOLOGY AND MEDICINE

Mission: To serve as the principal source of Agency expertise with respect to scientific, engineering, and medical issues involved in the overall occupational safety and health field and to provide technical assistance and support to all other National Office and Regional Office organizations of the Agency.

Functions:

1. Keeps abreast of changes in the state-of-the-art and technological developments in the workplace to carry out the Agency engineering feasibility program.
2. Manages a centralized program to provide technical interpretations and clarifications of the Occupational Safety and Health Administration (OSHA) standards, rulemaking, and related matters.
3. At the request of the regions, participates in providing technical assistance to State government agencies.
4. Provides for a national review of complex abatement plans and agreements.
5. Provides for the administrative and technical processing of variances from OSHA standards.
6. Provides chemical analyses and instrument calibration and repair for the Agency.
7. Provides for a National Technical Data Center to serve as a clearinghouse for occupational safety and health data, including toxicological data for chemicals.
8. Plans, develops, coordinates, and executes an international technology exchange program.
9. Purchases field equipment for use by the Regional and Area Offices.
10. Provides medical support to National Office and Regional Office organizations of the Agency.

Office of Occupational Medicine

Mission: To provide medical, toxicological and epidemiological expertise to the Assistant Secretary, OSHA National Office and Regional personnel, and others as appropriate. IN addition, to serve as the Agency's representative in activities such as academic and scientific gatherings, health related conferences, legal proceedings/hearing, and other functions requiring occupational and/or/ preventative medicine expertise in matters concerning work related illnesses and injuries.

Functions:

Briefly, functions include, but are not limited to:

1. Provides medical expertise to the Assistant Secretary and Agency concerning existing or proposed regulatory activities or action. Includes recommendations for new regulations, removal or updating of existing regulations, developing or assisting in the development of the medical surveillance section of a proposed regulation, amending a section of an existing regulation or providing decision making tools based on the most current medical data available, as to the Agency position/direction on identified health or suspected health hazards.
2. Prepares or provides assistance in the development, review and analysis of policies, guidelines, compliance procedures, and other documents requiring medical expertise. This may include the preparation or assisting in preparing Hazardous and/or Technical Information Bulletins on specific hazards or toxins.
3. Provides medical expertise in accessing employee medical information, including assisting in on and/or off-site examination and analysis of medical information, and developing and preparing Medical Access Orders (MAOs), and other related correspondence.
4. Provides medical expertise on issues concerning homeland security to the Assistant Secretary, Agency, and others as appropriate. Includes training activities, developing/preparing documents and other related material, and consultation services.
5. Provides medical expertise in the Agency's training, consultation and other outreach activities and services, including advising as to program and curriculum development and analysis, and providing instructional and advisory services.
6. Administers the Agency's CSHO Medical Surveillance Program. Includes developing program requirements, coordinating medical examinations, rendering qualification determinations, and performing other technical (health monitoring) and administrative (budget) tasks associated with the daily operation and maintenance of an employee health program.
7. Administers the Agency's Occupational Medicine Residency Program. Includes initiating Agreements with academic institutions in accordance with Agency policy and procedures, and performing other related tasks (training agenda, budget, space, supplies, and equipment) associated with maintaining an annual medical residency program.
8. Assist the Agency's Salt Lake Technical Center with updating the Health Effects section of its "Chemical Sampling Information" database.
9. Maintains a close working relationship with SOL, especially on issues involving

the confidentiality of medical information, medical testimonies, depositions, and conflict of interest.

10. Serves as the Agency's occupational medicine resource for other federal agencies, academia, professional organizations, industry, employees and others as appropriate. The activity may result in assisting the Agency in forming partnerships with organizations that share similar goals and initiatives.
11. Represents the Agency at hearings and other legal proceedings that may require medical expertise concerning occupationally related illnesses and injuries.
12. Represents the Agency at inter and/or intra-agency, academic and professional meetings, conferences, and other functions as appropriate.

Office of Science and Technology Assessment

Mission: To provide research studies, analyses, recommendations, and evaluations of the engineering and scientific feasibility of proposed standards or in support of other occupational safety or health projects.

Functions:

1. Keeps abreast of technological advances in occupational safety and health program areas. Serves as an expert resource for technical aspects of the Occupational Safety and Health Administration (OSHA) programs in standards-setting, compliance, consultation, training, education, and State programs in the National Office and the regions.
2. Keeps abreast of workplace technological developments involving industry practices and specific work processes in order to advise OSHA program offices of their impact on existing OSHA standards, priorities, and procedures.
3. Conducts or monitors basic studies which provide data to the standards development organizations which form the basis for their decision making with respect to the technical feasibility of issuing new and revised standards.
4. Reviews and evaluates proposed major abatement plans and agreements, and the progress of their implementation for adequacy of technical solutions to compliance problems and the effective establishment of schedules.
5. Determine the requirements and specifications for technical equipment and instruments to be used by the OSHA compliance officers.
6. Maintains technical liaison with appropriate agencies, consensus standards groups, and other professionals in industry, labor, and academia on advanced technology involved in occupational safety and health programs in order to

evaluate new techniques and recommend those which are most effective and efficient for OSHA application.

7. Coordinates with the Office of Training and Education to provide technical data needed for training programs and educational materials.
8. Works with field advisory committees to evaluate and purchase equipment for field staff.

Office of Technical Programs and Coordination Activities

Mission: To analyze applications for orders or rules to grant variances to occupational safety and health standards and make appropriate recommendations in accordance with Section 6 of the Occupational Safety and Health Act (the Act); to review and analyze State occupational safety and health plans and programs as to the effectiveness of their variance procedures relative to Federal procedures; to plan, coordinate, and implement the Agency's work plan for transition activities from the Department of Energy (DOE) to OSHA for safety and health enforcement responsibilities at congressionally selected DOE facilities; to administer a national program to recognize laboratories for their capabilities to test and certify products in accordance with 29 CFR 1910.7 (Nationally Recognized Testing Laboratory (NRTL) Program); to provide the Designated Federal Official to the National Advisory Committee on Ergonomics.

Functions:

1. Manages a system for processing application for variance from the OSHA safety and health standards through all the stages from receipt to resolution, including recommendations on applicability to decisions on conditions and restrictions whenever interim orders or grants of variance are issued.
2. Maintains close working relationships with Directorates that might be involved in various steps of the process, i.e., the Directorates of Standards and Guidance, Cooperative and State Programs, Enforcement Programs, and Construction, as well as with other offices within the Directorate of Science, Technology and Medicine and with the Office of the Solicitor. Maintains the same relationships with the State Plan States whenever they may be a part to or affected by the variance process.
3. Creates and maintains a database enabling the tracking of all applications for variance, including an historical file of the disposition of applications that were either resolved by other means or withdrawn from consideration. The data would be retrievable in multiple ways.
4. Reviews requirements for variance procedures for equivalency where a state submits a plan, in which it desires to assume responsibility for the development and enforcement of occupational safety and health standards.

5. Maintains information on variances on the Internet at the OSHA Public Home Page. The information includes an overview, a section on how to apply for a variance, references and links to all relevant statutes and rules, and a list of all variances in effect.
6. Establishes and maintains a national system, including policies and procedures, for the evaluation and recognition of independent national and international laboratories to ensure that the requirements for NRTLs under 29 CFR 1910.7 are met.
7. Evaluates NRTL applicants through review of submitted information and on-site evaluations, performs on-site inspections of NRTLs to determine continued adherence to program requirements under 29 CFR 1910.7, develops and maintains policies and procedures for the NRTL Program, maintains program information on the Internet, and undertakes activities necessary for billing and collection of fees from NRTLs and applicants.
8. Maintains a close working relationship with the Office of the Solicitor (SOL) during the review of the applications, policies, and other activities involves in the recognition of organizations under 19 CFR 1910.7 as necessary.
9. Serves as the lead technical advisor on DOE transition activities.
10. Prepares documents such as MOUs and IAGs between OSHA and DOE and NRC, notices for publication in the *Federal Register* on DOE issues, and other key reports and briefings for the Assistant Secretary and Congressional staff.
11. Develops policies and procedures for DOE transition activities.
12. Tracks and monitors DOE finance appropriations and DOE related contracts and work products.
13. Establishes and maintains an IMIS database for tracking DOE related consultation and enforcement activities.
14. Maintains information on DOE transition activities on the OSHA Public Home Page. The information includes an overview of DOE activities, key documents relating to transition and links to all relevant DOE Internet sites.
15. Provides a variety of technical occupational safety and health expertise on issues affecting national and regional compliance assistance activities.
16. Coordinates safety and health administrative projects and issues with cross inter-organizational lines.
17. Provides policy and technical support to the Office of Science and Technology on worker safety and health issues related to emergency preparedness.

18. Provides the Designated Federal Official for the National Advisory Committee on Ergonomics.

Technical Data Center

Mission: To provide timely, comprehensive, and current technical information to meet the requirements of the Occupational Safety and Health Administration (OSHA) program activities in the National Office and the Regions.

Functions:

1. Serves as a national resource for accumulation and dissemination of scientific and technical documentation. Plans, develops, and maintains an integrated automated information and data storage and retrieval system to collect, process, store, retrieve, and disseminate technical information from worldwide sources of scientific and technical report and journal literature, in order to provide direct rapid response to OSHA users.
2. Maintains an identification and requisition program covering worldwide sources for technical information required to support the development of safety and health standards.
3. Establishes and maintains an effective interface with national and international occupational safety and health information systems and sources.
4. Develops and conducts programs for the utilization of information transfer technology such as microfiche and remote data terminals.
5. Provides representation concerning technical information requirements to occupational safety and health related interagency committees.
6. Develops and maintains a regulatory information file consisting of all public docket information relating to the promulgation of each standard (including *Federal Register* notice of intent, all invited comments with supporting technical information, environmental and economic impact statements, technical feasibility studies, verbatim public hearing transcripts, post-hearing comments, and final standards).
7. Develops and maintains an OSHA mission oriented research library and maintains a reading area adequate to users' needs with emphasis on immediate user support.
8. Coordinates the acquisitions of all the OSHA technical information materials in order to minimize duplication of orders while providing adequate access and distribution for users.

9. Provides current awareness services to appropriate program managers.
10. Provides and maintains for each Area and Regional Office a basic set of current technical reference materials.

Office of Ergonomic Support

Mission: To serve as the principal source for the development, coordination, and evaluation of an ergonomics program for the Agency, and to provide technical assistance and support to other National Office and field programs.

Functions:

1. Identifies, collects, and disseminates relevant scientific information in the area of ergonomics available through journals, reports, textbooks, and other studies.
2. Provides technical interpretations and clarification of OSHA standards, rulemaking, and related matters.
3. Serves as a source of expertise for litigation of compliance investigations, and provides outside expert witnesses and service, as required.
4. Performs and manages studies designed to develop recognition, evaluation, and control methodologies.
5. Provides for a national review of field investigation case files, complex abatement plans and agreements, and other direct support to the field. This may include providing detailed reviews and analyses of video tapes, and recommending control strategies.
6. Assists and promotes the development of internal and external ergonomic training programs.
7. Coordinates with the National Institute for Occupational Safety and Health (NIOSH) to ensure a unified approach toward the documentation and design of new control alternatives.
8. Meets with key associations and corresponds with American tool and equipment manufacturing companies to promote the development of ergonomically designed products.
9. Gathers and prepares information for use in the OSHA Technical Manual on selected ergonomic issues to support the technical needs of compliance officers. Prepares field directives and industry guidelines on ergonomics.

Office of Occupational Health Nursing

Mission: The Office of Occupational Nursing is OSHA's principal source of occupational health nursing expertise in enforcement activities, compliance assistance, standards and guidance development, outreach, and partnerships. OOHN develops its activities building on the foundations of occupational health risk assessment, critical thinking, and education and training. The Office staff provides consultation, initiates projects, represents the Agency as a leader in the national dialog on workplace safety and health, and develops programs to prevent work-related illness and injury.

Functions:

1. Participates in the development, review, and analysis of policies, guidelines, standards, and compliance assistance activities (directives, instructions, interpretations, clarifications, locating expert witnesses)
2. Serves as the Agency's occupational health nursing resource to professional groups (nurses, dental workers, nurse practitioners, physician assistants, phlebotomists, health educators), academia, industry, other federal agencies, management groups, and employees (or their representatives) by contributing to conferences, hearings and workgroups to represent the Agency and enhance relationships.
3. Initiates partnerships and established on-going relationships with groups who share OSHA's goals (e.g. APHA, AAOHN, NIOSH, unions)
4. Designs, manages and administers the Agency's Nurse Intern Program
5. Analyzes, evaluates, and makes recommendations regarding workplace occupational health and safety programs, ensuring that they are appropriate, effective, efficient, and accessible to the population served, based upon worksite assessment, demographics, occupational health risk analyses, and program reviews. The focus on Office evaluations and recommendations is on prevention of workplace illness and injury.
6. Provides occupational health nursing expertise to OSHA staff in investigations of occupational safety and health hazards
7. Reviews, analyzes, and prepares documentation of studies related to occupational health nursing in OSHA activities and communicates the findings appropriately.
8. Analyses, evaluates, and makes recommendations about the effectiveness of employers' screening/surveillance, identifying hazards and patterns of illness/injury (e.g. reviews of the OSHA records, employee medical records, health unit statistics, symptom surveys)
9. Develops and reviews OSHA outreach materials (publications, e-tools, web-based

learning materials) to ensure that they are technically accurate, use adult learning principles, and are appropriately targeted.

10. Provides guidance on the appropriate use of qualified occupational health care professionals to Agency staff and employers through outreach, standard-setting and enforcement activities.
11. Demonstrates and promotes interdisciplinary collaboration between occupational health nurses and other occupational safety and health professionals (physicians, safety professionals, and industrial hygienists)

Salt Lake Technical Center

Mission: To conduct extensive analyses, test, and studies of workplaces to evaluate compliance with OSHA regulations and/or the existence of hazards. To develop and manage the OSHA Computerized Information System (OCIS) for the agency and other users. To manage Agency's mandated certification of clinical testing laboratories.

Functions:

1. Develops and adapts sampling and analytical methods and procedures and specifies those to be used by the agency.
2. Performs extensive analyses, tests, and studies of substances to evaluate compliance and to determine the existence of hazards.
3. Assures the validity of the analytical methods and results through the development and maintenance of quality control programs.
4. Tests and evaluates field sampling methods and portable testing devices for possible use by OSHA.
5. Develops and manages the OSHA Computerized Information System (OCIS).
6. Provides industrial hygiene assistance to OSHA staff, other federal and state agencies and the private sector.
7. Manages agency mandated certification programs for chemical and clinical testing laboratories. Evaluates state program laboratories at the request of regional and national office program managers.
8. Performs analysis of tapes and films for determination of compliance with appropriate work practices to avoid cumulative trauma disorders.
9. Provides expert witnesses to support selected OSHA cases in litigation and in the standard setting process.

10. Provides emergency, on site response to evaluate the industrial hygiene aspects of selected accidents and catastrophes.
11. Provides training in use of OCIS, laboratory services, and selected industrial hygiene topics in conjunction with the OSHA Training Institute.

Division of Physical Measurements and Inorganic Analyses

Mission: To serve as the source of agency expertise for analysis or evaluation of physical evidence collected in workplaces throughout the country with respect to inorganic sampling and analysis; classification of soils; explosibility testing; particulate identification and quantification; flash and fire point determination; and laboratory evaluation of ergonomic hazards.

Functions:

1. Performs quantitative and qualitative analyses of inorganic industrial hygiene samples using routine and special methods.
2. Develops and adapts analytical methods and procedures for analysis of inorganic substances.
3. Evaluates commercial sampling devices for use by the agency.
4. Conducts tests to determine the explosive properties of materials.
5. Conducts tests and measurements to classify soils.
6. Evaluates video tapes of work operations to evaluate factors causing cumulative trauma disorders.
7. Identifies and quantifies particulate matter using microscopy, dust counting, and dust sizing techniques.
8. Provides technical advice to OSHA personnel, other federal agencies, state governments, and private sector employers concerning sampling, physical measurement, and analytical methodologies used for the collection, identification and quantification of inorganic substances; classification of soils; explosibility testing; and laboratory evaluation of ergonomic hazards.
9. Provides testimony as needed in contested cases, or for the standards setting process.
10. Assures the validity of the analytical methods and results through the development and maintenance of quality control programs.

11. Provides training in conjunction with the OSHA Training Institute in use of laboratory services, or field sampling procedures.
12. Provides technical assistance at the job site for OSHA special needs, as requested.

Branch of Inorganic Analytical Services I

Mission: To conduct all quantitative and qualitative analyses of inorganic samples.

Functions:

1. Performs quantitative and qualitative analysis of inorganic samples using spectroscopy and other methods.
2. Operates Inductively Coupled and Direct Current Plasma instruments, Polarographs, Ion Chromatographs, and other complex laboratory instrumentation necessary for analysis of metals and other inorganic substances.
3. Develops and adapts methods and procedures for analyses of inorganic substances.
4. Provides technical advice to OSHA personnel, other Federal agencies, State governments, and private sector employers concerning inorganic sampling and analytical methods.
5. Provides technical assistance at the job site for special OSHA needs, as requested.
6. Provides training in conjunction with the OSHA Training Institute in use of laboratory services, or field sampling procedures.
7. Provides testimony as needed in contested cases, or for the standards setting process.
8. Ensures the validity of analytical results through the maintenance of quality control programs.

Branch of Inorganic Analytical Services II

Mission: To conduct all quantitative and qualitative analyses of inorganic samples, and conduct explosibility tests on materials collected in workplaces throughout the country.

Functions:

1. Performs quantitative and qualitative analysis of inorganic samples using x-ray fluorescence and x-ray diffraction and other methods.

2. Conducts tests to determine the explosive properties of industrial materials.
3. Operates x-ray fluorescence, x-ray diffraction, explosibility testing equipment, and other complex laboratory instrumentation.
4. Other functions are the same as items (3) through (8) of the Branch of Inorganic Analytical Services I above.

Branch of Inorganic Methods Development

Mission: To provide new or improved sampling and analytical methods for inorganic substances.

Functions:

1. Develops and adapts methods and procedures for analyses of inorganic substances.
2. Evaluates passive monitors and detector tubes to determine potential use in OSHA field investigations.
3. Validates analytical methods by quantifying errors associated with the methods.
4. Provides technical advice to OSHA personnel, other Federal agencies, State governments, and private sector employers concerning OSHA validated inorganic sampling and analytical methods, or product evaluations.
5. Provides training in conjunction with the OSHA Training Institute in use of laboratory services, or field sampling procedures.
6. Provides technical assistance at the job site, as requested.
7. Provides testimony as needed in contested cases, or for the standards setting process.

Branch of Physical Measurements and Analysis

Mission: To analyze particulate samples, classify soils, and evaluate ergonomic hazards from materials collected in workplaces throughout the country.

Functions:

1. Performs quantitative and qualitative analyses of particulate samples using microscopy techniques, especially the quantitative analysis of asbestos.

2. Performs qualitative and quantitative analyses of particulate samples using dust counting and sizing techniques.
3. Conducts tests and measurements to classify soils.
4. Evaluates video tapes of work operations to evaluate factors causing cumulative trauma disorders.
5. Ensures the validity of analytical results through the maintenance of quality control programs.
6. Develops and adapts methods and procedures for the identification and quantification of particulate matter, classification of soils, and for the evaluation of ergonomic hazards.
7. Provides testimony as needed in contested cases, or for the standards setting process.
8. Provides technical assistance at the job site for OSHA special needs, as requested.
9. Provides training in conjunction with the OSHA Training Institute in use of laboratory services, or field sampling procedures.
10. Provides technical advice to OSHA Personnel, other Federal agencies, State governments, and private sector employers concerning analysis of particulate samples using microscopy, dust counting and sizing techniques; classification of soils; and laboratory evaluation of ergonomics hazards.

Division of Organic Analyses

Mission: To conduct extensive analyses and evaluate methods relating to organic samples collected in workplaces throughout the country.

Functions:

1. Performs extensive analyses, tests, and studies of organic substances to evaluate compliance and to determine the existence of hazards.
2. Develops and adapts sampling and analytical methods and procedures for analysis of organic substances and specifies those to be used by the agency.
3. Assures the validity of the analytical methods and results through the development and maintenance of quality control programs.

4. Provides technical industrial hygiene and safety assistance to OSHA staff, other federal and state agencies, and private sector professionals concerning organic sampling and analytical methodology.
5. Provides expert witnesses to support selected OSHA cases in litigation, or in the standards setting process.
6. Provides training in sampling and analytical methods, laboratory procedures, and selected industrial hygiene topics in conjunction with the OSHA Training Institute.

Branch of Organic Analytical Services I

Mission: To conduct quantitative and qualitative analyses of organic samples.

Functions:

1. Performs quantitative and qualitative analyses of organic industrial hygiene samples using established and special methods.
2. Operates a variety of complex laboratory instrumentation necessary for organic chemical analyses.
3. Assures the validity of analytical results through the maintenance of quality control programs.
4. Modifies and adapts existing methods and conducts stopgap methods development to fulfill short term laboratory needs.
5. Provides technical industrial hygiene and safety assistance to OSHA staff, to other federal and state agencies, and to private sector professionals concerning organic sampling and analytical methodology.
6. Provides expert witnesses to support selected OSHA cases in litigation, or in the standards setting process.
7. Provides training in sampling and analytical methods, laboratory procedures, and selected industrial hygiene topics in conjunction with the OSHA Training Institute.

Branch of Organic Analytical Services II

(Note: Mission and Functions are the same as those of the Branch of Organic Analytical Services I above.)

Branch of Organic Methods Evaluation

Mission: To develop and adapt methods and procedures for analysis of industrial hygiene organic substances.

Functions:

1. Develops and adapts methods and procedures for analysis of organic substances.
2. Validates organic analytical methods by quantifying errors and determining other parameters associated with the methods.
3. Provides technical industrial hygiene and safety assistance to OSHA staff, to other federal and state agencies, and to private sector professionals concerning organic sampling and analytical methodology.
4. Evaluates field sampling methods.
5. Provides expert witnesses to support selected OSHA cases in litigation, or in the standards setting process.
6. Provides training in sampling and analytical methods, laboratory procedures, and selected industrial hygiene topics in conjunction with the OSHA Training Institute.

Division of Quality Control

Mission: To monitor all laboratory analytical procedures in order to ensure that accurate work is performed and to monitor laboratories performing biological monitoring for compliance with OSHA standards.

Functions:

1. Prepares quality control samples containing known amounts of materials for inclusion among regular samples to be analyzed by chemists and analyzes the results of these analyses.
2. Conducts an ongoing field weighing QC program for all OSHA offices.
3. Maintains records of instrument usage repairs and maintenance.
4. Maintains a supply of reagents for field industrial hygienists.
5. Maintains performance records and compliance status at laboratories performing biological monitoring.

6. Maintains lists of laboratories that meet OSHA standards for biological monitoring and issues these lists to industry and OSHA field personnel.

Health Response Team

Mission: To provide technical assistance in the fields of industrial hygiene and specialized engineering to OSHA's National, Regional, and Area Offices in support of Agency objectives.

Functions:

1. Respond to occupationally related emergencies that may involve potentially catastrophic releases of hazardous materials.
2. Provide technical expertise in recognizing and evaluating health and safety hazards associated with a wide range of complex industrial operations. Evaluate and recommend appropriate engineering controls.
3. Provide technical expertise relating to complex, unusual and high priority occupational hazard investigations.
4. Develop and implement programs, procedures and data bases to assist field and National Office personnel in accessing technical information.
5. Work with the Directorates of Health and Safety Standards in developing new standards. Design and conduct studies to obtain data that the standards development organizations can use to form the basis for making decisions.
6. Maintain a current awareness on national and international safety and health technological advances involving industry practices and specific work processes in order to advise OSHA program offices of their potential impact on existing OSHA programs.
7. Function as the Agency's national technical experts for SARA hazardous waste site activities.
8. Determine the requirements and specifications for technical equipment and instrumentation to be used by compliance officers. Develop protocols and perform field evaluation and testing of equipment.

Division of Data Services

Mission: To manage the OSHA Computerized Information System (OCIS). To provide hardware and software support for the center, an agency electronic mail system, and OCIS.

Functions:

1. Provides overall OCIS program management and establishes operating procedures and policies for users.
2. Administers ADP support contracts.
3. Provides training in OCIS and related areas.
4. Assigns reporting codes for chemical substances.
5. Coordinates communications and hardware issues with OMDS.
6. Provides hardware and software support for technical center functions and OCIS.
7. Manages an agency-wide electronic mail system.
8. Coordinates with the OCIS Users Group for input on user priorities and problems.
9. Provides technical information services for the Center.

Cincinnati Technical Center

Mission: To provide for the maintenance and servicing of the Agency's hazard measurement instrumentation and equipment, the provision of field expendable supplies and loan of unique technical equipment, the evaluation and procurement of new technical equipment, the managing of an information systems network and computers, and the maintenance and management of OSHA's property management inventory system in support of the Agency's field offices.

Functions:

1. Plans, directs, and coordinates the Agency instrumentation and equipment calibration, repair, and servicing program.
2. Develops, improves and/or evaluates new instrumentation and equipment.
3. Develops calibration systems and procedures for the Agency's instrumentation and equipment.
4. Determines maintenance and servicing schedules for the Agency's instrumentation and equipment.
5. Provides services to other Federal and State agencies in their hazard measurement instrumentation and equipment programs.
6. Conducts maintenance, calibration, repair, and testing operations for the Agency's instrumentation and equipment programs.

7. Keeps abreast of newly developed instrumentation and equipment.
8. Performs specification and special performance testing of newly purchased and existing instrumentation and equipment in the field.
9. Provides and maintains operating instructions for the use of instrumentation and equipment in the field.
10. Develops instrumentation and equipment specifications for the procurement of new types of equipment.
11. Provides for the ordering of necessary field expendable supplies by the field offices through the Agency Expendable Supplies Program (AESP).
12. Procures new field technical instrumentation and equipment for the field offices through the Agency Technical Equipment Procurement Program (ATEPP).
13. Provides the field offices with extra, unique, and costly instrumentation and equipment through the Agency Loan Equipment Program (ALEP).
14. Provides equipment information to the field offices concerning types of equipment owned, quantity, age, and projected life.
15. Allows field offices to excess and exchange their equipment for other items through the Agency Excess Equipment Program (AEEP).
16. Manages and maintains the OSHA Property Management Inventory System (OPMIS) for tracking and conducting annual inventories.
17. Provides computer and computer networking capabilities to allow internal and field office access to CTC field programs as well as CTC access to other OSHA offices and the Internet.
18. Provides Management Information Systems capabilities to store and access shipping and receiving, service history, procurement and budgetary, and property inventory information.
19. Provide technical information advice to National and field office personnel within the Agency as well as other safety and health related agencies or programs.
20. Implements and maintains a quality control program.

Engineering Support

Mission: To provide for the maintenance, calibration, repair, testing, development and evaluation of instrumentation and equipment used for the measurement of hazardous substances

and conditions as well as providing technical information on such.

Functions:

1. Develops calibration systems and procedures for instrumentation and equipment that measure hazardous substances and conditions.
2. Performs and/or coordinates for the servicing, including calibrations and repairs, of instrumentation and equipment used by the field compliance officers.
3. Operates systems necessary for the servicing, including calibrations and repairs, of instrumentation and equipment used by the field and Cincinnati Technical Center.
4. Determines schedule for the calibration and maintenance of hazard measurement instrumentation and equipment.
5. Develops, as needed, standard operating instructions for the use of hazard measurement instrumentation and equipment.
6. Evaluates and performs specification tests on new and existing instrumentation and equipment to determine if it meets OSHA's needs.
7. Develops ideas and/or designs for modification of hazard measurement instrumentation and equipment.
8. Maintains laboratory standards to calibrate Technical Center instrumentation and equipment coordinates for said activities.
9. Performs and/or coordinates for the repair of instrumentation and equipment used in the Cincinnati Technical Center.
10. Works with manufacturers to provide and/or modify instrumentation and equipment to meet OSHA's needs.
11. Provide technical information and advice concerning instrumentation and equipment used for the measuring of hazardous substances and conditions to the National and field office personnel within the Agency as well as other safety and health related agencies or programs.

Program Support

Mission: To provide for the procurement of technical equipment for the field and internal needs for daily operations, the supply of expendables for field inspection use and internal need, the loaning out to field offices of unique technical equipment, the handling and redistribution of excess equipment, the managing and tracking of property inventory, the operation of a shipping and receiving function to support the Center's activities, and the administrative management

functions necessary to operate the Center on an ongoing basis.

Functions:

1. Conduct studies and perform analyses to: (1) determine the impact, efficiency, and effectiveness of the various Center's administrative, management, and field support functions and programs, (2) discover trends, (3) project future developments, (4) meet planning requirements, (5) make recommendations to improve productivity and efficient use of financial and personnel resources, and (6) provide information upon which management can make decisions.
2. Provide input and monitor the implementation of the Center's strategic plan and major commitments, and plan methodology for tracking and assessing accountability for achieving established goals through reviews and analysis of progress reports.
3. Conduct procurement activities necessary for the daily operations of the Center including technical equipment and supplies.
4. Conduct procurement activities necessary to meet the requirements for field technical instrumentation and equipment made through the Agency Technical Equipment Procurement Program (ATEPP). Maintain necessary records to provide equipment information to field offices concerning types of equipment owned, quantity, age, and projected life.
5. Order, stock, and distribute to requesting field offices expendable supplies ordered through the Agency Expendable Supplies Program (AESP) for performing field inspection activities.
6. Provide unique instrumentation and equipment, on a loan basis through the Agency Loan Equipment Program (ALEP), to field offices in order to perform field inspections.
7. Provide the Agency Excess Equipment Program (AEEP) allowing field offices to send their excess equipment to the Center for service and re-distribution to other offices.
8. Provide for the tracking of all OSHA technical, ADP, and mission sensitive property through the use of the OSHA Property Management Inventory System.
9. Performs shipping/receiving activities to support the various field programs servicing the OSHA field offices.
10. Perform all necessary administrative functions and activities necessary for operation of the Center.

I DIRECTORATE OF STANDARDS AND GUIDANCE

Mission: To contribute to ensuring safe and healthful working conditions in covered workplaces through development of workplace standards, regulations and guidance which address significant workplace risks, are feasible, appropriately consider the effect of these rules on the economy, affected industries, paperwork burden, and small businesses, as required by applicable executive orders, the Paperwork Reduction Act, Regulatory Flexibility Act, and the Small Business Regulatory Enforcement Fairness Act (SBREFA).

Functions:

1. Participates with the Assistant Secretary for Occupational Safety and Health in developing, evaluating, and determining policy direction and priorities for occupational safety and health standards and guidance activities. Plans, organizes, and directs the Agency's safety and health standards program and coordinates program activities with the work of other units in the Occupational Safety and Health Administration (OSHA), the Department of Labor (DOL), the Office of the Solicitor of Labor (SOL), OMB and other regulatory agencies and organizations.
2. Develops regulatory packages including Federal Register documents, paperwork analyses, correction notices, and briefing memos in coordination with the Office of the Solicitor of Labor (SOL).
3. In coordination with the Directorate of Evaluation and Analysis determines the need for and designs and conducts studies to evaluate the technological, economic, and environmental consequences of proposed and final occupational safety and health standards and regulations. Provides input for the preparation and issuance of environmental impact statements and regulatory impact and regulatory flexibility analyses.
4. Develops guidance, criteria, examples and other outreach materials for assisting employers, employees, and others in complying with standards and for promoting the development of uniform standards application procedures.
5. Establishes policy for the utilization and coordination of national consensus standards and others; reviews national consensus standards, Federal standards, and others; and makes evaluations and determinations as to whether such standards are appropriate for use by OSHA.
6. Gathers relevant information and analyzes and evaluates workplace standards and regulations to ensure compliance with the Paperwork Reduction Act of 1995. Performs surveys, studies, and analyses to obtain economic and other data for use in preparing Information Collection Requests (ICR)-the supporting documentation describing and justifying the need/benefit and the burden (both in time and costs) of collection of information (paperwork) requirements in the standards.
7. Obtains and evaluates current information (data on the accidents caused by safety

hazards, and data on the health effects resulting from exposure to toxic substances, harmful physical agents, and harmful biological agents; engineering control technologies, personal protective equipment) related to occupational safety and health standards. Performs surveys, studies, and analyses in order to recommend priorities to the Assistant Secretary regarding to the development, promulgation, modification, and revocation of occupational safety and health standards and guidance.

8. Participates in discussions with labor, industry, other agencies, State, local/municipal and tribal governments, voluntary consensus standards organizations, national and international organizations and other stakeholders on matters related to safety and health standards.
9. Consults with the Small Business Administration through SBREFA Panels and other means, on matters relating to standards and regulations, small entity compliance guides, and other compliance assistance materials, to obtain information and comments about the application of proposed and final rules to small businesses.
10. Works with DOL, SOL and the Office of Information and Regulatory Affairs, OMB, on the semi-annual Regulatory Agenda, SBREFA Panels, information collection approvals, and E.O. 12866 reviews of major or policy-significant safety and health rules.
11. Determines the need for and recommends the establishment of standards advisory committees to assist in standards development. Represents the Assistant Secretary in the activities of the National Advisory Committee on Occupational Safety and Health (NACOSH) and advisory committees on safety and health standards-related issues.
12. Through technical and scientific reviews, provides advice and assistance to other Directorates and Offices in the development of informational materials and guidance to assist employers, employees, States, and others in complying with standards and regulations and for promoting the development of uniform application of standards.
13. Maintains liaison and develops policies, procedures, and plans for cooperation with the National Institute for Occupational Safety and Health (NIOSH), the Environmental Protection Agency, the Mine Safety and Health Administration, the Department of Energy, the Food and Drug Administration, the Department of Health and Human Services (HHS) and other groups concerning Agency needs and priorities for research on safety and health standards development.
14. Provides advice and assistance to appropriate National Office Directorates and Offices and contributes to the development of directives and interpretations relating to OSHA safety and health standards having nationwide application and in the evaluation of petitions and variances for issues relating to occupational

safety and health standards.

15. Provides engineering and scientific advice and information to SOL for use in the preparation of legal documents regarding standards issues in enforcement proceedings and litigation.
16. Provides advice and assistance to other Directorates and Offices on safety and health standards proposed by States to ensure that such standards are at least as effective as OSHA safety and health standards. Provides advice on the content of proposed training and consultation programs for implementing standards.

Paperwork Reduction Staff

Mission: To analyze and evaluate workplace standards and regulations to ensure compliance with the Paperwork Reduction Act of 1995, to perform surveys and studies to obtain data and information needed to close gaps in the rulemaking record identified during or subsequent to hearings, and to assess and manage collection of information requirements imposed by Agency rules and regulations.

Functions:

1. Formulate and execute policy and plans to carry out the provisions of the Paperwork Reduction Act (PRA) of 1995 and OMB rules and regulations implementing the PRA.
2. Gathers relevant information and performs surveys, studies, and analyses to obtain economic and other data for use in preparing Information Collection Requests (ICR) and the supporting documentation describing and justifying the need/benefit and the burden (both in time and costs) of collection of information (paperwork) requirements in the standards.
3. Analyzes rulemaking records and prepares reports and regulatory documents pertaining to collection of information requirements.
4. Provides technical assistance to other OSHA Directorates, advisory committees and others on newly identified regulatory issues and on methods to manage related collection of information requirements to bring about a reduction or the elimination of burdens associated with Agency paperwork requirements.
5. Serves as a liaison with the Department of Labor's Information Clearance Officer to process paperwork packages (supporting statements/justifications) for collection of information requirements in Agency rules, regulations, directives, instructions, and similar documents. Coordinates the preparation of Agency responses to the Department concerning collection of information (paperwork) requirements in Agency rules, regulations, directives, instructions, and similar documents.

6. Ensures the publication and display in the Federal Register of OMB control numbers assigned to collection of information (paperwork) requirements.
7. Tracks and reports on burden hours and costs associated with the Agency's collection of information (paperwork) requirements. Prepares OSHA's annual Information Collection Budget for use in reporting to OMB and the Congress.
8. Provides guidance and assistance to other Directorates in OSHA to ensure that collection of information requirements in proposed and final rules and regulations developed by other Directorates are properly cleared.

Office of Physical Hazards

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards and guidance addressing exposures to harmful physical hazards, e.g., non-ionizing and ionizing radiations, noise, vibrations, temperature extremes, pressure extremes, etc., as well as the development of workplace standards and guidance addressing exposures to other designated health hazards.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to physical and other designated health hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to physical and other designated health hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified health hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support revision of specific physical and other designated health hazards and the development of guidance materials to address such hazards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful physical and other designated health-related agents.

6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding physical and other designated health-related hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of these hazards.
7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

Office of Chemical Hazards (Metals)

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful chemical (metal) agents.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to chemical (metal) hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to chemical (metal) hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support

revision of specific chemical (metal) hazards.

5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (metal) agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding chemical (metal) hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of chemical (metal) hazards.
7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

Office of Chemical Hazards (Non-Metals)

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful chemical (non-metal) agents.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to chemical (non-metal) hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to the health effects of employee exposures to chemical (non-metal) hazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards, regulations and guidance related to these identified hazards.
3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances,

and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.

4. Identifies needs for research, demonstrations, and experiments to be accomplished by NIOSH, other Federal agencies, or other groups as necessary to support revision of specific chemical (non-metal) hazards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (non-metal) agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding chemical (non-metal) hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, other Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of chemical (non-metal) hazards.
7. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

Office of Biological Hazards

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing exposures to harmful biological agents.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for controlling occupational exposure to biological hazards.
2. Gathers, monitors and reviews relevant scientific information regarding new developments related to employee health effects resulting from occupational exposures to biohazards which exist in the work environment and performs analyses to develop and promulgate new and modified health standards,

regulations and guidance related to these identified biohazards.

3. Based upon a critical evaluation of epidemiological, toxicological, other literature and studies as well as the latest scientific methodology, prepares assessments of the estimated risks associated with employee exposures to hazardous substances, and develops information and techniques that may be useful for Occupational Safety and Health Administration (OSHA) risk determinations.
4. Identifies needs for research and site visits and laboratory experiments to be accomplished by Federal agencies, such as NIOSH or other groups as necessary to support standards and guidance related to biohazards.
5. Coordinates with the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful biological agents.
6. Provides technical assistance to advisory committees appointed to review and make recommendations regarding biological hazards and related issues. Provides advice and technical assistance to labor, industry, the Small Business Administration, Federal agencies, State agencies and national consensus and other standards-setting committees and boards in the development and review of new and modified standards, regulations, and guidance in the area of biological hazards.
7. Performs technical review of compliance letters, variances, petitions, compliance directives and letters of interpretation, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
8. Provides support regarding risk analysis, health effects, and related topics to SOL in preparation for the hearing process and in cases of judicial review of final standards and enforcement litigation.
9. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.

Office of Maritime

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations, and guidance materials addressing the occupational risks in the maritime industry.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for the development of maritime safety and health standards and guidance.

2. Gathers relevant information and performs analyses to develop and promulgate new and modified maritime safety standards and regulations as well as develop guidance materials on issues affecting the maritime industry.
3. In coordination with the Directorate of Science, Technology and Medicine, provides consultation on the maritime safety standards, national consensus, and other standards-setting committees or boards.
4. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to harmful chemical (metal) agents.
5. Provides technical assistance to standards advisory committees appointed to review and make recommendations on proposed maritime industry safety and health standards.
6. Performs technical reviews of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
7. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.
8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

Office of Safety Systems

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing safety systems.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for a variety of safety systems standards, regulations and guidance.
2. Gathers relevant information and performs analyses to develop and promulgate new and modified safety systems standards and regulations and guidance.
3. In coordination with other Directorates in OSHA, provides consultation on safety systems standards, national consensus and other standards-setting committees and boards.

4. Provides technical assistance to standards advisory committees appointed to review and make recommendations on proposed safety systems standards.
5. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to inadequate safety systems.
6. Performs technical review of variances, petitions, regulatory interpretations, and other documents related to safety systems standards in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
7. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.
8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

Office of Engineering Safety

Mission: To contribute to assuring safe and healthful working conditions in covered workplaces through the development of workplace standards, regulations and guidance addressing engineering safety areas.

Functions:

1. Advises and assists the Agency and the Directorate of Standards and Guidance in the formulation and execution of policy and plans for engineering safety standards and guidance.
2. Gathers relevant information and performs analyses to develop and promulgate new and modified engineering safety standards and regulations as well as guidance affecting general industry.
3. In coordination with the Directorate of Science, Technology and Medicine, provides consultation on the engineering safety standards field and on national consensus and other standards-setting committees and boards.
4. Coordinates with offices of the Directorate of Evaluation and Analysis to gather data necessary to develop quantitative estimates of worker exposure to inadequate engineering safety systems.
5. Provides technical assistance to standards advisory committees appointed to review and make recommendations on proposed engineering safety standards.

6. Performs technical review of variances, petitions, national interpretations, and other documents in coordination with the other units in the Occupational Safety and Health Administration (OSHA).
7. Advises on whether the technical content of standards and regulations proposed by States is at least as effective as OSHA requirements.
8. Cooperates with and assists other offices in the Directorate of Standards and Guidance as well as with other OSHA Directorates and SOL in developing and promulgating standards and regulations as well as guidance in related areas.

J REGIONAL ADMINISTRATORS, OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

Mission: To plan, direct, and administer a comprehensive occupational safety and health program throughout the Regions.

Functions:

1. Plans regional goals and objectives; participates in the establishment of National Office goals, objectives, plans, and programs; and evaluates program accomplishments in the Regions.
2. Directs the execution of an integrated Federal compliance and inspection program in the Regions.
3. Encourages State governments in the Regions to assume responsibility for carrying out effective occupational safety and health programs; reviews and recommends agency action to approve or reject proposed State plans; and affords States the opportunity for hearings before rejecting their plans.
4. Makes a continuing evaluation, on the basis of reports and inspections, of the manner in which approved plans are being carried out; and prepares notifications that will inform States of changes in the status of plans and agreements the Tracks States' plan changes and developmental goals.
5. Provides consultative services and technical assistance to regional compliance personnel, to employers and employees and their associations and representatives and to State government agencies.
6. Directs the execution of the region-wide training, education, and consultation programs.
7. Directs the execution of the region-wide Federal agency occupational safety and health program.
8. Conducts a continuing region-wide public education program aimed at achieving maximum voluntary compliance through education and understanding, to the Occupational Safety and Health Act (the Act) for those affected by the Act.
9. Maintains relationships with Federal agencies in the Region to resolve jurisdictional problems.
10. Promotes coordination of regional activities with the Office of the Regional Solicitor, through the Field Operations Coordinator, and all components of the National Office, the National Institute for Occupational Safety and Health, and the Small Business Administration.

11. Maintains active liaison with ranking executive and legislative officials and State governments, employers, and organizations, safety and health groups, educational institutions, and public interest groups.
12. Maintains liaison with the Regional Administration and Management Office to coordinate all administrative and management services provided to Area Offices in the Regions.
13. Establishes and maintains direct communications with employees and their representatives to advise, consult, and assist them concerning occupational safety and health programs and problems.
14. Directs the execution of whistleblower investigation programs in the Region

Locations:

Region I - Boston; Region II - New York; Region III - Philadelphia; Region IV - Atlanta; Region V - Chicago; Region VI - Dallas; Region VII - Kansas City; Region VIII- Denver; Region IX - San Francisco; Region X - Seattle

Assistant Regional Administrator For Federal And State Programs

Mission: To advise and assist the Regional Administrator in ensuring that an effective integrated Federal and State occupational safety and health compliance program is carried out in the Region.

Functions:

1. Recommends regional policy and develops procedures, instructions, and formats to ensure an effective Federal compliance and State program in the Region.
2. Analyzes and evaluates Area Office Federal compliance activity ensuring region-wide consistency in scheduling investigations, citing alleged violations, proposing penalties and establishing abatement requirements.
3. Participates in negotiations and monitors the administration of contracts with State agencies providing inspection services under Section 7(c) (1) of the Occupational Safety and Health Act (the Act).
4. Provides technical assistance to Area Office directors and staff.
5. Coordinates contested cases with the Regional Solicitor; ensuring that background information, standards, interpretations, and testimony is available to the Solicitor.
6. Coordinates jurisdictional questions with other Federal agencies in the Region and with appropriate National Office staff.

7. Comments on National Office proposals for operator's manuals, enforcement systems, and technical directives regarding Federal compliance and State programs.
8. Analyzes management information data and advises the Regional Administrator and Area Directors on trends and anticipated or known problems, recommending appropriate corrective action.
9. Encourages and assists States to submit plans and changes to State plans for State assumption of occupational safety and health responsibilities.
10. Reviews State plans submitted under provisions of Section 18 of the Act, coordinates changes with the State designee, and recommends Agency action with respect to approval.
11. Analyzes and evaluates selected Portions of State plan activities and tracks State plan changes and developmental goals.
12. Exercises responsibility for developing periodic state evaluation reports.
13. Coordinates the evaluation of State occupational safety and health programs with other Regional Office components; external organizations such as the National Institute for Occupational Safety and Health, the Bureau of Labor Statistics, the United States Civil Service Commission, and the National Office.
14. Manages the Regional complaints against State program activities (CASPA) program.
15. Recommends Agency action on operational status changes.
16. Serves on behalf of the Regional Administrator as point of Agency contact with the State designee.
17. Evaluates Area Office monitoring operations.
18. Participates in the Regional voluntary compliance and public information programs through speaking engagements, seminars, and similar activities.

Assistant Regional Administrator For Training, Education, Consultation, and Federal Agency Programs

Mission: To assist the Regional Administrator (RA-OSHA), in planning, directing, coordinating, and implementing region-wide training, education, consultation, voluntary compliance, and Federal agency programs.

Functions:

1. Plans and implements programs which will provide adequate and effective occupational safety and health training and education Mr. (a) Occupational Safety and Health Administration (OSHA) personnel; (b) safety and health personnel assigned to other Federal agencies; (c) staff of designated State agencies; (d) representatives of employer and employee organizations; and (e) employers and employees in the private sector.
2. Determines the need for and provides for specialized training and education courses appropriate to the Region including course outlines and detailed lesson plans as required.
3. Establishes procedures for the review, evaluation and recording of training and education provided by the region.
4. Monitors training, education, and consultation services activities in the Region carried out under negotiated contracts.
5. Provides for consultation services to employers, employees, and their representatives to assist in the development and implementation of effective measures to facilitate compliance with safety and health standards and the identification and correction of unsafe and unhealthful working conditions.
6. Through speeches, seminars, exhibitions, and articles for publications acts as principal assistant to the (RA-OSHA) in managing the consultation and voluntary compliance programs.
7. Provides technical assistance to the Assistant Regional Administrator for Federal and State operations in the development of training, education, consultation services, and voluntary compliance programs of State agencies operating under the OSHA plans.
8. As appropriate provides teaching, recording and scheduling support to the OSHA Training Institute.
9. Maintains liaison with universities, colleges, and other institutions under contract or with which contracts may be made to provide training and education services in the Region.
10. Promotes, in the Region, Federal agency compliance with Section 19(q) of the Occupational Safety and Health Act (the Act), Executive Order 11807, and 29 CFR 1960.
11. Consults and works with Federal agencies in the Region to develop plans, policies, programs, procedures, and operating systems necessary to establish an effective and comprehensive occupational safety and health program.

12. Through Area Directors, arranges and provides for the accomplishment of occupational safety and health investigations Federal agency operations in the Region, including the investigation of fatalities, catastrophes, employee complaints, and the General Accounting Office inspection support.
13. Evaluates the occupational safety and health operations and activities of the Federal agencies in the Region for compliance with provisions of the Act, Executive Orders relating thereto, and the governing occupational safety and health programs issued by higher authority within the individual department or agency being evaluated. Recommends actions needed to improve agency safety and health programs.
14. Represents the RA-OSHA on Field Federal Safety and Health Councils, Federal Executive Boards, and related groups in the areas of planning programs, promoting interest in council operations, establishing new councils, encouraging employee participation, and improving liaison between Federal agencies and the occupational safety and health community in the Region.

Assistant Regional Administrator for Technical Support

Mission: To plan, coordinate, and implement a region-wide technical support program.

Functions:

1. Serves as an expert consultant to the RA on the application of engineering and scientific principles to problems involving occupational safety and health issues.
2. Provides technical interpretations and clarifications of safety and health standards as they apply to specific work processes and work place environments.
3. Comments on proposed occupational safety and health standards and variances. Conducts fact finding investigations of workplaces to report on occupational problems, hazards, and abatement activities for use as inputs to standards development and economic and environmental impact statements.
4. Arranges for training for compliance officers on the application of new standards, use of specialized equipment, hazards in specialized industry, and similar matters.
5. Reviews technical aspects of requests for small business loans.
6. Provides technical assistance to the Assistant Regional Administrator for Federal and State Programs in the development of State technical assistance programs such as the establishment and operation of State standards-setting and variance programs, comparison of State standards and codes to determine if they are at least as effective as Federal standards, State small business loan programs, State technical equipment programs, and standards interpretation and clarification

programs.

7. Establishes and maintains a regional technical library and technical equipment inventory.
8. Participates in Federal compliance investigations and informal conferences when a high degree of technical expertise is required.
9. Works closely with the Regional Solicitor on contested cases requiring complex interpretations of standards, expert testimony, or other engineering and scientific requirements.
10. As requested, provides expert technical assistance to employee/employer organizations, State and Federal occupational safety and health managers, the National Institute for Occupational Safety and Health, organized safety and health groups in the Region, and other parties having an interest in the Federal occupational safety and health program.

Management Office

Mission: To plan, direct, coordinate, and implement a region-wide management support program to assist the Regional Administrator in accomplishing the mission assigned to the Regional Office; to provide technical assistance to States with respect to financial grants and fiscal management; to monitor, analyze, evaluate, and report on State activities involving financial accountability, property utilization, organization and management, and personnel management.

Functions:

1. Plans, develops, and executes the regional operational budget. Develops budget estimates, executes budget, maintains accounts, conducts cost studies, develops financial plans, and takes reprogramming actions as required.
2. Provides technical assistance to financial managers of State government agencies in developing financial grant package.
3. Reviews grants and recommends approval/ disapproval of the grant or with specific items in the grant.
4. Monitors, analyzes, and evaluates State agency financial management activities including accounting systems and procedures, procurement of technical equipment, and maintenance of property records.
5. Assists the regional staff in personnel and management activities including the development of position descriptions, preparation of personnel action requests and merit staffing announcements, and coordinating regional personnel programs with Regional and National Office personnel services. Provides advice to the Regional

Administrator on laboratory management relations problems, adverse, personnel structure, and recruitment.

6. Monitors State agency personnel practices; analyzes and evaluates personnel qualifications of State occupational safety and health staff, job specifications, and pay rates; and analyzes affirmative action programs and activities.
7. Plans, develops, and implements the regional management analysis program and serves as the principal adviser to the Regional Administrator on management problems, manpower utilization, and organizational structuring. Provides for the development of regional planning documents, documentation to support the establishment of area and implements regional directives and procedures. Carries out a regional records management program.
8. Determines needs for and develops plans and requests for Regional Office services, including space acquisition and management, requisition of utilities, procurement of technical equipment, property accountability, requisition of supplies, mail and files, reproduction services, publications, lease of General Services Administration, cars, and similar matters.
9. Maintains contacts with Regional Administration and Management personnel, financial, procurement, and management officials; National Office counterparts and commercial vendors to coordinate functions assigned to the Management Office.

Area Office - Federal Enforcement

Mission: To ensure safe and healthful workplaces in a specified geographic area through a federally conducted occupational safety and health program.

Functions:

1. Conducts occupational safety and health investigations in business enterprises engaged in interstate commerce. Investigations include catastrophes, fatalities, complaints, and randomly selected workplaces.
2. Identifies safety and health hazards; classifies alleged violations into appropriate categories (imminent danger, serious, non-serious, willful, and repeated); and citations indicating specific standards violated; proposes penalties and prescribes abatement dates. Conducts follow-up inspections as required.
3. Holds informal conferences with representatives of business enterprises to discuss and/or reconsider citations issued and to provide explanations of procedures to be followed in contesting citations issued.
4. Participates with the Regional Solicitor in developing testimony and providing

detailed background information to be used in contested cases.

5. Supports the voluntary compliance program in the area by furnishing instructors for seminars and speakers for meetings.
6. Participates in regional training programs by furnishing instructors and making arrangements for area personnel to attend Agency sponsored courses.
7. Upon request of the regional Federal agency program office furnishes technical personnel to participate in investigations and in the evaluation of the effectiveness of Federal Agency occupational safety and health programs.
8. Directs resources made available under Sect. 7(c)(1) of the Act to accomplish compliance activities.
9. Confers with Field Federal Safety and Health Councils and Federal agencies to share information on joint efforts with respect to occupational safety and health and jurisdictional problems.
10. Responds to inquiries from the public concerning the Occupational Safety and Health Administration's services by providing appropriate services such as complaint investigations or referring inquiries to the Regional or National Office as appropriate concerning other services.
11. Conducts investigations of possible discrimination and/or criminal activities related to the Occupational Safety and Health Act and other legislation. (Optional)

Area Office - State Programs

Mission: To ensure safe and healthful work places in a specified geographical area through federally sponsored State occupational safety and health programs.

Functions:

1. Analyzes and evaluates State occupational safety and health program operations by means of case file reviews, on-the-job evaluations of State compliance offices, reinspections, and investigations of complaints against State program activities.
2. Develops periodic reports to provide detailed analysis of State operations, to outline program strengths and weaknesses, and to recommend action required to correct deficiencies and improve operations which will ensure a State Occupational safety and health program at least as protective as the Federal program.
3. Keeps apprized of the status of State activities with respect to the attainment of developmental goals specified with the State plan.

4. Recommends agency actions with respect to the approval, continuation or cancellation of operational agreements and with respect to Section 18(e) determinations of the Occupational Safety and Health Act (withdrawal of Federal enforcement activity).
5. Periodically meets with the State designee and staff and principal regional officials to provide advice on program activities, problems, and procedural requirements and to explain the results of Area Office analyses and evaluations of State program activities.
6. Confers with State designees and with other Federal agencies over jurisdictional problems.
7. Participates in regional training programs by furnishing instructors and making arrangements for Area Office personnel to attend agency sponsored courses.
8. Provides comments for agency and regional programming, planning, and procedural documents including proposed standards and requests for petitions and variances; operations manual; and reports on workplace practices and industry characteristics.
9. Carries out all functions of Area Office Federal operations for occupational safety and health issues excluded from coverage under State jurisdiction.

NOTE: Nearly all the Area Office's (AO) are either predominantly engaged in the operations of a Federal program or predominantly engaged in the evaluation of a State program. However, a mix may occur when; (1) a State chooses not to cover one or more issues; (2) an AO services more than one State; or (3) maritime enforcement is required.