

## **ANNEX A**

### **ADMINISTRATIVE SUPPORT FUNCTIONS**

These functions are limited to the minimum essential for operational control and coordination. They will be centralized in the Office of the Director/Chief at DRMS or in the Office of the Chief at DRMOs.

1. Consolidates responses to inquiries and reports including Congressional inquiries, GAO and DoD Inspector General Reports, and management reviews.
2. Provides mail service, including correspondence suspense and classified document control.
3. Maintains reference library of required publications.
4. Maintains/consolidates time and attendance reports.
5. Obtains duplicating, printing, and graphic aid services.
6. Administers Files Maintenance and Disposition Program.
7. Administers Internal Security Programs as prescribed by regulatory guidance.
8. Coordinates and processes personnel actions.
9. Coordinates requirements for space, office moves, facilities, equipment, and nonexpendable supplies.
10. Assists in the administration and conduct of the U.S. Savings Bonds Program and official fund raising campaigns.
11. Maintains custody of assigned government-owned property.