

# Description of Independent and Central Offices *(Unaudited)*

## **Office of Administrative Services (OAS):**

OAS delivers innovative, responsive, timely, and sustainable policies and solutions for GSA's workspace and administrative needs for today and tomorrow, which enable and foster the cost-effective use of government resources across the Agency and support GSA customers' missions.

## **Office of the Chief Financial Officer (OCFO):**

OCFO provides financial, payroll, and systems services for the agency and its staff offices, as well as more than 50 external clients. The Office provides policy leadership in strategic planning, budgeting and financial management.

**Office of GSA IT (OGSAIT):** OGSAIT provides innovative, mobile-ready and collaborative solutions so you can work anywhere.

## **Civilian Board of Contract Appeals (CBCA):**

CBCA encourages the prompt, efficient and inexpensive resolution of contract disputes through the use of alternative dispute resolution (ADR). It uses a variety of techniques intended to shorten and simplify, when appropriate, the formal proceedings normally used to resolve cases. The Board also provides to executive agencies, when jointly requested by an agency and its contractor, alternative dispute resolution services on contract-related matters not covered by the Contract Disputes Act, whether those matters arise before or after a contract has been awarded.

## **Office of Communications and Marketing (OCM):**

OCM is your singular resource for all your internal and external communications needs. Our main job is to use communications to help you meet the agency's mission and business goals.

## **Office of Congressional and Intergovernmental Affairs (OCIA):**

OCIA maintains Agency liaison with Congress; prepares and coordinates GSA annual legislative program; communicates GSA legislative program to OMB, Congress, and

other interested parties; and works closely with OMB in the coordination and clearance of all proposed legislation impacting GSA.

## **Office of Human Resources Management (OHRM):**

OHRM primary focus is to help GSA attract, motivate, develop, retain, and reward our most valuable resource: our employees.

## **Office of Civil Rights (OCR):**

OCR ensures equal employment opportunity (EEO) for all GSA employees and applicants for employment on the basis of sex, race, color, national origin, religion, disability, and age; and protects employees from retaliation for protected EEO activity. OCR protects recipients of GSA's federal financial assistance program and participants in federally conducted programs from discrimination.

## **Office of Citizen Services and Innovative Technologies (OCSIT):**

OCSIT, which includes 18F, is the nation's focal point for information and services offered by the federal government. Our primary goal is to find new ways for citizens, businesses, other governments, and the media to easily obtain information and services from the government on the web, via e-mail, in print, and over the telephone.

## **Office of Mission Assurance (OMA):**

OMA is responsible for ensuring that GSA maintains a constant state of readiness to provide emergency acquisition support and emergency real property to federal agencies in the event of a disaster or catastrophic event. OMA coordinates GSA national continuity responsibilities by: developing policies, plans, and procedures; developing and implementing GSA disaster readiness programs; and providing emergency acquisition support and serving as the on-the-ground liaison between GSA field organizations and federal emergency response efforts during national disasters. OMA coordinates emergency management services throughout GSA, and develops emergency preparedness procedures, shelter-in-place guidelines, and training to assist employees in the event of an emergency.