

appropriate Compliance officials, performs the following functions: Determines training priorities and goals of the Compliance technical training program; identifies training needs, and defines and articulates training objectives; plans, designs, develops, coordinates and conducts Compliance technical training programs; evaluates the implementation and effectiveness of the total Compliance technical training program; supports, coordinates, and evaluates field Compliance technical course development. In addition: Monitors all pilot Compliance technical training projects and administers those conducted centrally; reviews and updates training methods, instructional techniques, materials, and supervisory practices as they relate to training; keeps Compliance technical training materials current; with assistance of National Training Center and Compliance, develops Compliance technical training guidelines and standards, and conducts experimental projects.

**1113.453 Data Processing Branch.** Provides professional training support for the Data Processing activity. Jointly and in cooperation with appropriate Data Processing officials, performs the following functions: Determines training priorities and goals of the Data Processing activity; identifies training needs, and defines and articulates training objectives; plans, designs, develops, coordinates and conducts Service-wide Data Processing training programs; evaluates the implementation and effectiveness of Service Center Data Processing training programs; coordinates and evaluates field developmental efforts to ensure against duplication, and keeps Service Center Data Processing training materials current. In addition: Monitors all pilot Service Center Data Processing training projects; reviews and updates training methods, instructional techniques and materials; in cooperation with Data Processing officials, establishes and maintains criteria for employee performance evaluation as it relates to effective Service Center training programs; with assistance of National Training Center and Data Processing, develops Service Center training guidelines and standards, and conducts experimental projects.

**1113.454 Management Branch.** Provides professional training support for the Service in areas of organizational and career development; executive management, and supervision; cross-functional; and Career Education Awards. Performs the following functions: In cooperation with key Service officials, determines general and functional supervisory, management, and executive training goals of the Service; identifies training needs and, in cooperation with the appropriate Service activities and functions, defines supervisory, management and executive training objectives; plans, designs, develops, coordinates and conducts supervisory, management and executive training programs; evaluates the implementation and effectiveness of total supervisory, management and executive training programs; supports,

coordinates and evaluates field supervisory and management course development; monitors all pilot supervisory and management training projects and administers those conducted centrally; reviews and updates supervisory, management, and executive training methods, instructional techniques and materials; reviews, coordinates and evaluates Service's Organizational Development and Career Development Programs; establishes guidelines, coordinates and evaluates Servicewide Administration and Equal Employment Opportunity Training Programs; develops guidelines for and administers Career Education Awards; plans, designs, coordinates and evaluates the Servicewide Taxpayer Education Program; supports Foreign Tax Assistance Staff in determining training needs of foreign tax officials and developing training programs to meet these needs; in cooperation with appropriate organizations, develops and conducts communications and cross-functional training programs.

**1113.455 National Office Training Branch.** Provides professional training support for the National Office, Inspection, Chief Counsel, National Computer Center and the Data Center. Performs the following functions: In cooperation with key National Office officials, determines clerical, technical, supervisory, and managerial training goals for National Office personnel; identifies training needs and, in cooperation with National Office officials, defines training objectives and establishes training priorities; plans, designs, develops, coordinates, conducts and evaluates all National Office intra-functional training programs, plus appropriate cross-functional training programs (e.g. supervisory, communications, instructor training, clerical skills); in cooperation with appropriate officials, determines training priorities, goals, and objectives for Inspection, Chief Counsel, National Computer Center and Data Center; plans, designs, develops, coordinates, conducts, and evaluates Inspection, Chief Counsel, National Computer Center and Data Center training programs; administers, reviews and monitors pilot training projects; keeps National Office, Inspection, Chief Counsel, National Computer Center and Data Center training materials current; reviews and updates training methods, instructional techniques and materials; administers training facilities in the National Office.

**1113.456 National Training Center.** Provides the educational research and development and specialized techniques input to the Training Division. Performs the following functions: Conducts research in training methodology and techniques; monitors and conducts experimental projects utilizing advanced training technology; evaluates and determines feasibility of experimental projects becoming operational training programs; establishes Service-wide standards in training methodology, techniques and equipment, and develops materials requiring specialized training staff support; develops Service-wide guidelines for

instructor and course-developer training; establishes standards for Service-wide staff development in specialized skills of training profession, and coordinates training staff development; establishes the standards for and coordinates the administration of the Regional Training Center network, maintains library at NTC; coordinates development and production of Service-wide materials requiring specialized staff support (e.g. videotape, film strip); maintains control and oversees distribution of Service-wide printed materials; administers the National Training Center facility.

**1113.5 OFFICE OF ASSISTANT COMMISSIONER (COMPLIANCE)**

The Assistant Commissioner (Compliance) is the principal assistant to the Commissioner on all matters pertaining to the compliance and appellate programs of the Service, in encouraging and achieving the highest possible degree of voluntary compliance by taxpayers, and in providing effective functional supervision of those activities in the field. These include collection of delinquent accounts; obtaining of delinquent returns; audit and investigation of returns; criminal fraud investigations; the administrative system of tax appeals; administration of laws relating to alcohol, alcoholic beverages, tobacco and firearms; and the receipt and processing of wagering, narcotics, alcohol and tobacco tax, and firearms returns and applications.\* The Assistant Commissioner (Compliance) directs, coordinates and evaluates the work of the Alcohol, Tobacco and Firearms Division, the Appellate Division, the Audit Division, the Collection Division, the Intelligence Division and the Office of International Operations. (\*Limited to those regions where 2100 and 2200 Activities have been consolidated.)

**1113.51 Alcohol, Tobacco and Firearms Division—Office of the Director.** Accomplishes the Alcohol, Tobacco and Firearms mission with reference to alcohol, tobacco and firearms by developing and supervising (functional supervision—which includes evaluation) nationwide programs for: Regulation and supervision of the legal industries for revenue and social control purposes, and to protect the consumer and eliminate improper trade practices in the alcohol beverage industries; suppression of illicit traffic and frauds on the revenue in these commodities by developing information concerning violations, investigating suspected violations and recommending prosecution when warranted; and measurement of the effectiveness of the regulatory, supervisory, investigative and prosecution processes. The Division also performs certain centralized Alcohol, Tobacco and Firearms functions such as those pertaining to legislation, issuing regulations and rulings, making centralized determinations, performing final review on appeals, and supplying a variety of technical, laboratory and specialized services within the Service and to others.

**1113.511 Executive Assistant.** Provides staff assistance to the Director in the general management of the Alcohol,