



OFFICE OF INFORMATION RESOURCES MANAGEMENT

REORGANIZATION PACKAGE

U.S. Environmental Protection Agency
EPA, Room 2404 PM-211-A
101 M Street, S.W.
Washington, DC 20460



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UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

JAN 20 1984

MEMORANDUM

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

SUBJECT: Reorganization of the Office of Administration, RTP--
Decision Memorandum

FROM: Howard M. Messner *Howard*
Assistant Administrator

TO: Alvin L. Alm
Deputy Administrator

As we discussed earlier, I wish to consolidate all of the administrative support functions at Research Triangle Park into an Office of Administration and Resources Management, RTP, which can provide unified direction to a comprehensive administration and resources management program.

Currently there are three components at RTP which are reporting to different parts of my Headquarters organization: the Office of Administration to my immediate office; the Data Processing Division to my Headquarters office director, Ed Hanley; and the Durham Accounting Operations Office to Morgan Kinghorn. This reorganization proposal would bring them all under a single office (OARM, RTP) reporting to the Assistant Administrator. The three components would be renamed: Office of Administration, RTP; Office of Data Processing, RTP; and Office of Financial Management, RTP.

I intend to review the progress made under this unified concept in the near future and may recommend extending a similar arrangement to Cincinnati. I will make the necessary announcements to staff at RTP and have held consultations with the principals involved, including our clients at RTP.

Please indicate your concurrence below.

Recommendation Approved

Date

cc: K. Kirke Harper
Morgan Kinghorn
Edward J. Hanley
Willis Greenstreet

KARL

PROPOSED FUNCTIONAL STATEMENTS

1. OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT, RTP. The Office of Administration and Resources Management, RTP, under the supervision of a Director, provides services to all of the programs and activities at RTP and certain financial and automated data processing services Agency-wide. The major functions of the Office include personnel services, financial management, procurement through contracts, library and other information services, general services (including safety and security, property and supply, printing, distribution, facilities and other administrative services) and automated data processing systems providing both local RTP and Agency-wide services. The Director, OARM, RTP, supervises the Offices of Administration, Financial Management and Data Processing, RTP.

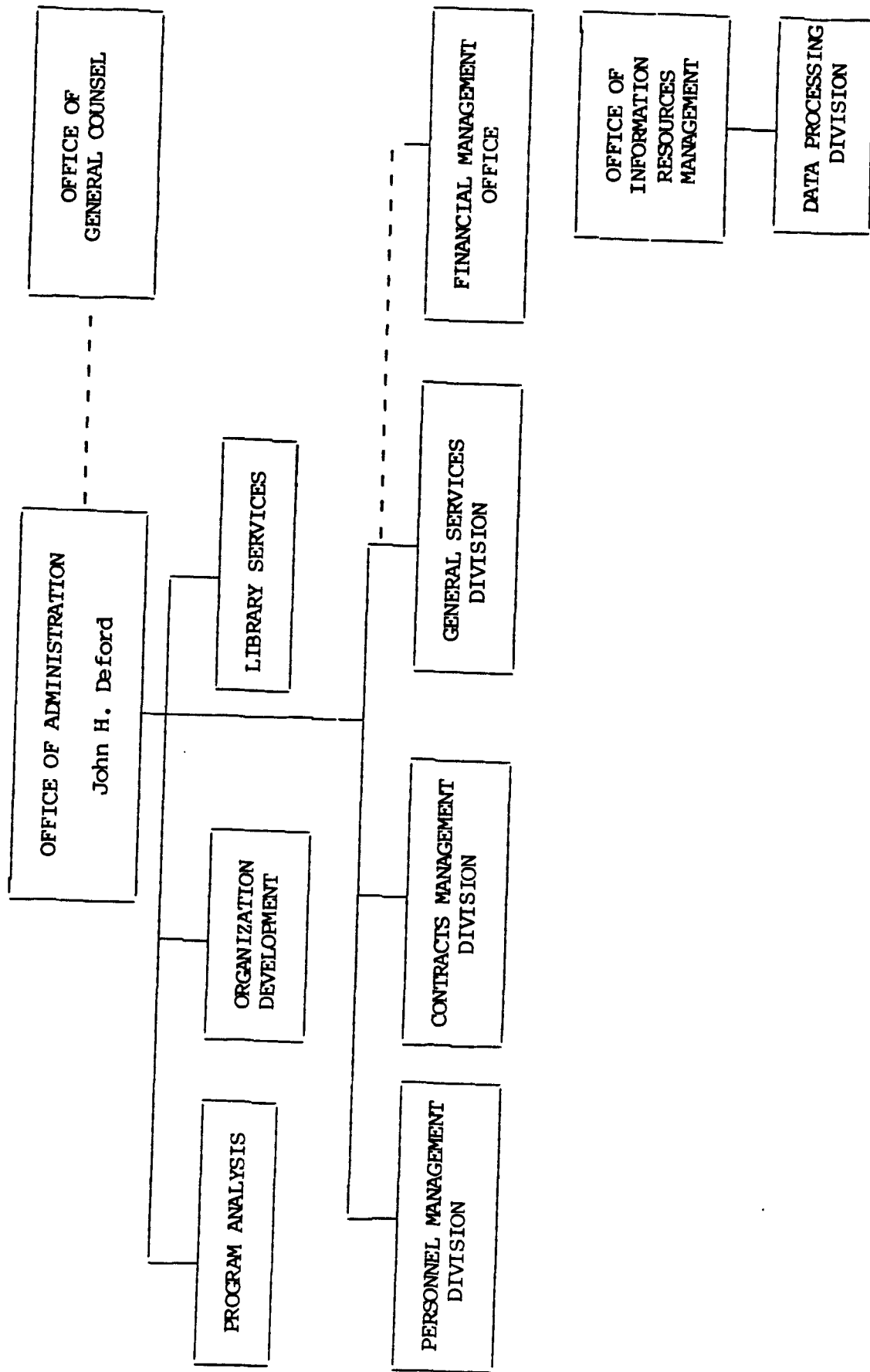
a. OFFICE OF ADMINISTRATION, RTP. The Office of Administration, RTP under the supervision of a Director, reporting to the Director, Office of Administration and Resources Management, RTP provides and administers personnel, procurement, safety and security, property and supply, printing, distribution, facilities and other administrative service programs at RTP and other specified geographic locations. The Office of Administration, RTP, components receive national program policy and technical guidance from the Office of Administration, OARM (HQ).

b. OFFICE OF FINANCIAL MANAGEMENT, RTP. The Office of Financial Management, RTP, under the supervision of a Director, reporting to the Director, Office of Administration and Resources Management, RTP, provides accounting and fiscal services to programs and activities at RTP and other Agency locations. The Office of Financial Management, RTP, receives national program policy and technical guidance from the Office of the Comptroller, OARM (HQ).

c. OFFICE OF DATA PROCESSING, RTP. The Office of Data Processing, RTP, under the supervision of a Director, reporting to the Director, Office of Administration and Resources Management, RTP, is responsible for the management of information processing resources, including telecommunications in EPA. Subject to national program policy and technical guidance from the Office of Information Resources Management, the office plans for and acquires or approves all general purpose and scientific computers, associated operating systems, and telecommunications facilities required to meet the needs of EPA programs and Regions. Operates and maintains all general purpose computers and local area networks at Headquarters and Research Triangle Park. Provides local support and assistance for ADP operations at all RTP programs and activities. Provides the Agency with telecommunications capability to meet Agency needs. Develops architectural strategies and procures advanced systems, support equipment, and processing technology to meet Agencywide requirements.

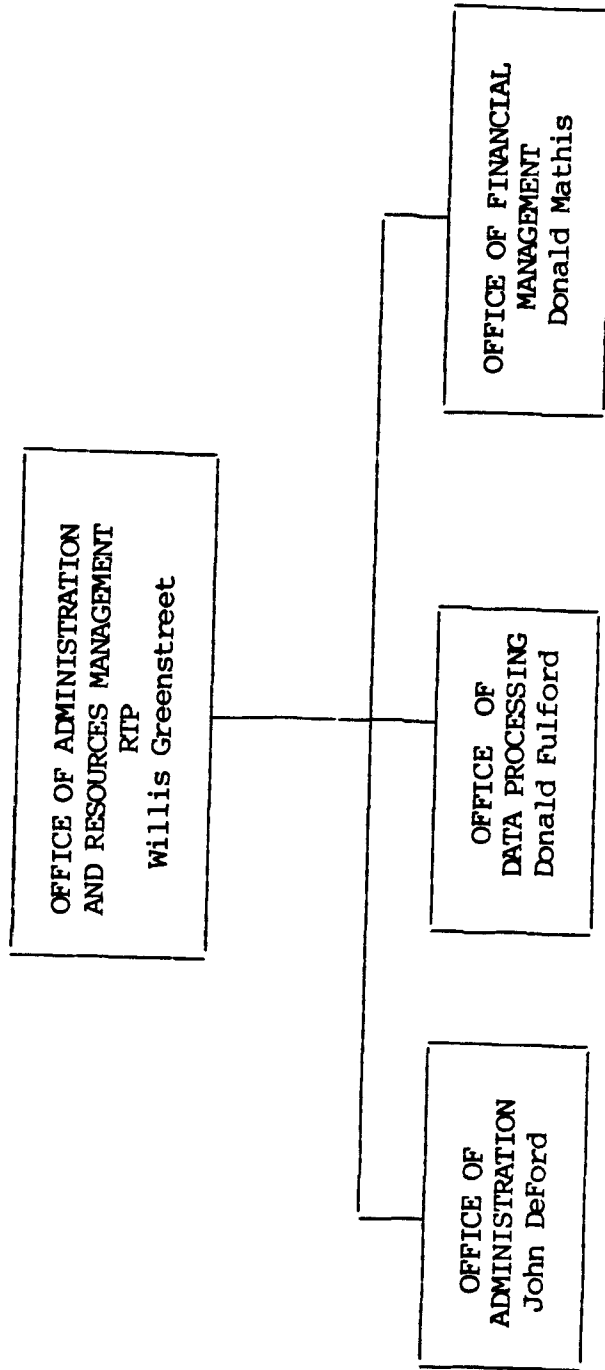
CURRENT ORGANIZATION CHART

OFFICE OF ADMINISTRATION, RTP



PROPOSED ORGANIZATION CHART

OFFICE OF ADMINISTRATION AND RESOURCES MANAGEMENT, RTP



REQUEST FOR CHANGE IN ORGANIZATION STRUCTURE		DATE DECEMBER 31, 1983	
TO: Office of the Assistant Administrator for Administration Office of Personal and Organization Management and Organization Division (PM-213)		FROM: (AA, RA, IG, Staff Office)	
NEED FOR CHANGE (Explain need for change, whether new legislative authority, new program authority, a shift in program emphases or other factors) (Use a separate sheet of paper if necessary) <div style="text-align: center; padding: 20px;">SEE ATTACHMENT A</div>			
TITLE OF UNITS AFFECTED <div style="text-align: center; padding: 10px;">SEE ATTACHMENT A</div>			
CONCISE STATEMENT EXPLAINING CHANGE (Use separate sheet of paper if necessary) <div style="text-align: center; padding: 20px;">SEE ATTACHMENT A</div>			
ATTACHMENTS			
<ul style="list-style-type: none"> • ANALYSIS OF IMPACT ON PERSONNEL—Attach a complete analysis of the impact of the reorganization on the number of employees required, the grade structure of the organization (including the impact on grades of incumbents); number of supervisory positions required (including the effect on existing supervisory personnel); the career progression of present employees; the job series of existing employees (including reclassification/retraining which might be required), and physical moves of employees (including estimate of the personal inconvenience resulting from geographical relocations). SEE ATTACHMENT A • ANALYSIS OF IMPACT ON PROGRAM—Attach a complete analysis of the impact of the reorganization on the programs involved in terms of any loss of momentum and any impact which might be felt by other organizations or programs. SEE ATTACHMENT A • ANALYSIS OF IMPACT ON ADMINISTRATIVE SYSTEMS—Attach a complete analysis of the impact of the reorganization in terms of administrative systems involved such as acquiring new office space, purchasing office equipment, processing personnel changes and publishing new EPA orders. SEE ATTACHMENT A • ANALYSIS OF BENEFITS—Attach a complete analysis of the benefits which are expected to result from the reorganization. This should include items such as a reduction in workforce or increased productivity. SEE ATTACHMENT A • ORGANIZATION CHARTS—Current and Proposed. SEE ATTACHMENT A • STAFFING PATTERNS—Reflecting supervisory relationships and listed by name, grade, existing and proposed job series and social security numbers. SEE ATTACHMENT C1 & C2 • FUNCTIONAL STATEMENTS—Current and Proposed. SEE ATTACHMENT D1-D5 • PROPOSED POSITION DESCRIPTIONS—For any employees whose present position descriptions will be affected by the reorganization and for any newly created positions. SEE ATTACHMENTS E1-2,3,4 			
NAME OF ORIGINATOR Edward J. Hanley, Director		CONCURRENCE BY AA, RA, IG, DIR. OF STAFF OFFICE Howard Messner, Assistant Administrator	
Office of Information Resources Management		Office of Administration & Resources Mgmt.	
APPROVALS			
AA FOR ADMINISTRATION	DATE	ADMINISTRATOR	DATE

NEED FOR CHANGE

There is a need to establish a branch structure within the existing the three existing divisions of the Office of Information Resources Management in order to establish clear lines of responsibility and accountability and to improve the management and monitoring of projects.

TITLES OF UNITS AFFECTED

Environmental Protection Agency; Office of Administration and Resources Management; Office of Information Resources Management; Immediate Office, Data Processing Division, Information Systems Division and Information Management and Services Division.

EXPLANATION OF CHANGE

The proposed reorganization will create a Management Planning and Evaluation Staff reporting to the Office Director and branches within each of the existing divisions. The functions of the Data Processing Division will be assigned to three branches: (1) Architectural Management and Planning Branch; (2) Computing Services Branch; and (3) Computing Technology Branch. The functions of the Information Systems Division will be assigned to four branches: (1) Systems Integration and Office Automation Branch; (2) Resources Management Systems Branch; (3) Administrative Support Systems Branch; and (4) Program Systems Branch. The functions of the Information Management and Services Division will be assigned to three branches: (1) Headquarters Library Branch; (2) Information Services Branch and (3) Information Management Branch.

IMPACT ON PERSONNEL

- o All current employees are retained at current grade levels.
- o The job series of several employees will be changed to more accurately reflect their current duties or new duties to be assigned under the proposed reorganization.
- o The current career progression opportunities will be retained by all permanent employees.
- o New positions (primarily supervisory and secretarial will be created. These positions will be filled through merit promotion procedures, where appropriate from within the Agency.
- o All current employees will remain within the same geographic location.

IMPACT ON PROGRAM

The proposed reorganization should improve services provided to other organizations and programs by clarifying lines of authority and accountability.

The proposed reorganization will improve the communication with clients; and improve the visibility of the major information resources management activities such as data integration among all information systems, integration of the Agency's major administrative systems and implementing a standardized approach to office automation.

IMPACT ON ADMINISTRATIVE SYSTEMS

A significant number of personnel actions and new position descriptions will be necessary. No space modifications are required.

ANALYSIS OF BENEFITS

The primary benefits of this proposed reorganization is that the problems raised in the "Need for Change" section will be addressed. Specifically:

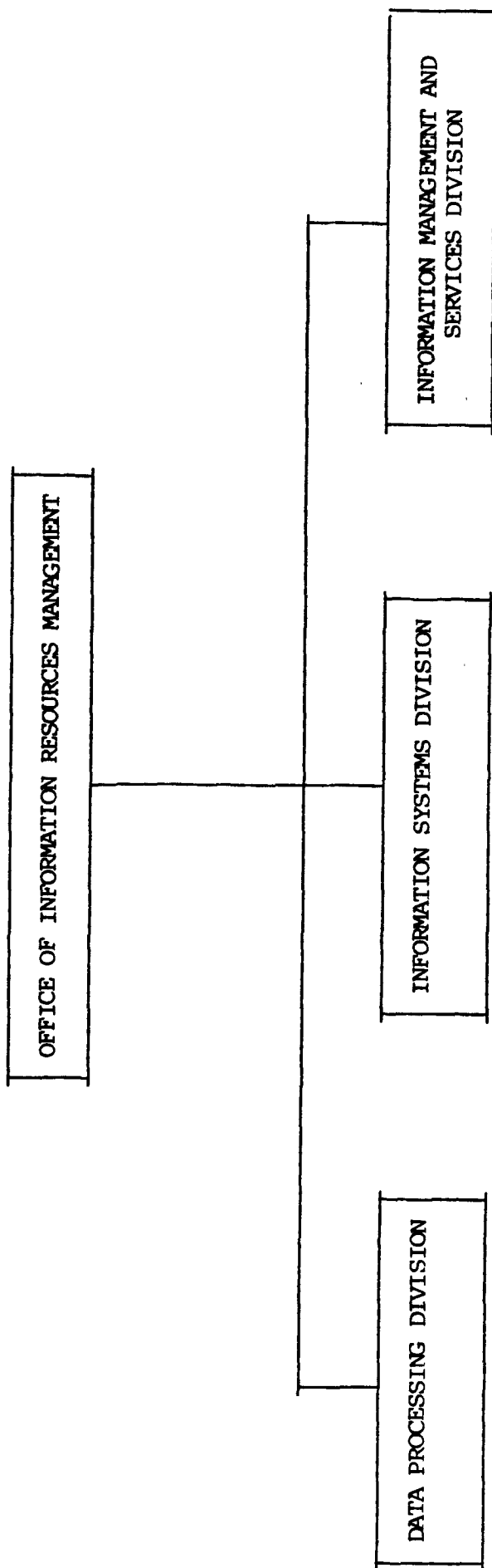
- o Clarification of Assignments and Responsibilities -- The establishment of units along specific functional lines will better focus assignments and responsibilities and establish clear accountability.

- o Management and Monitoring -- The establishment of additional supervisory positions will bring the OIRM formal management structure into line with actual work assignments; and therefore, improve management and technical oversight of projects. A side benefit of creating additional management positions will be improved opportunities for employee career and skill development.

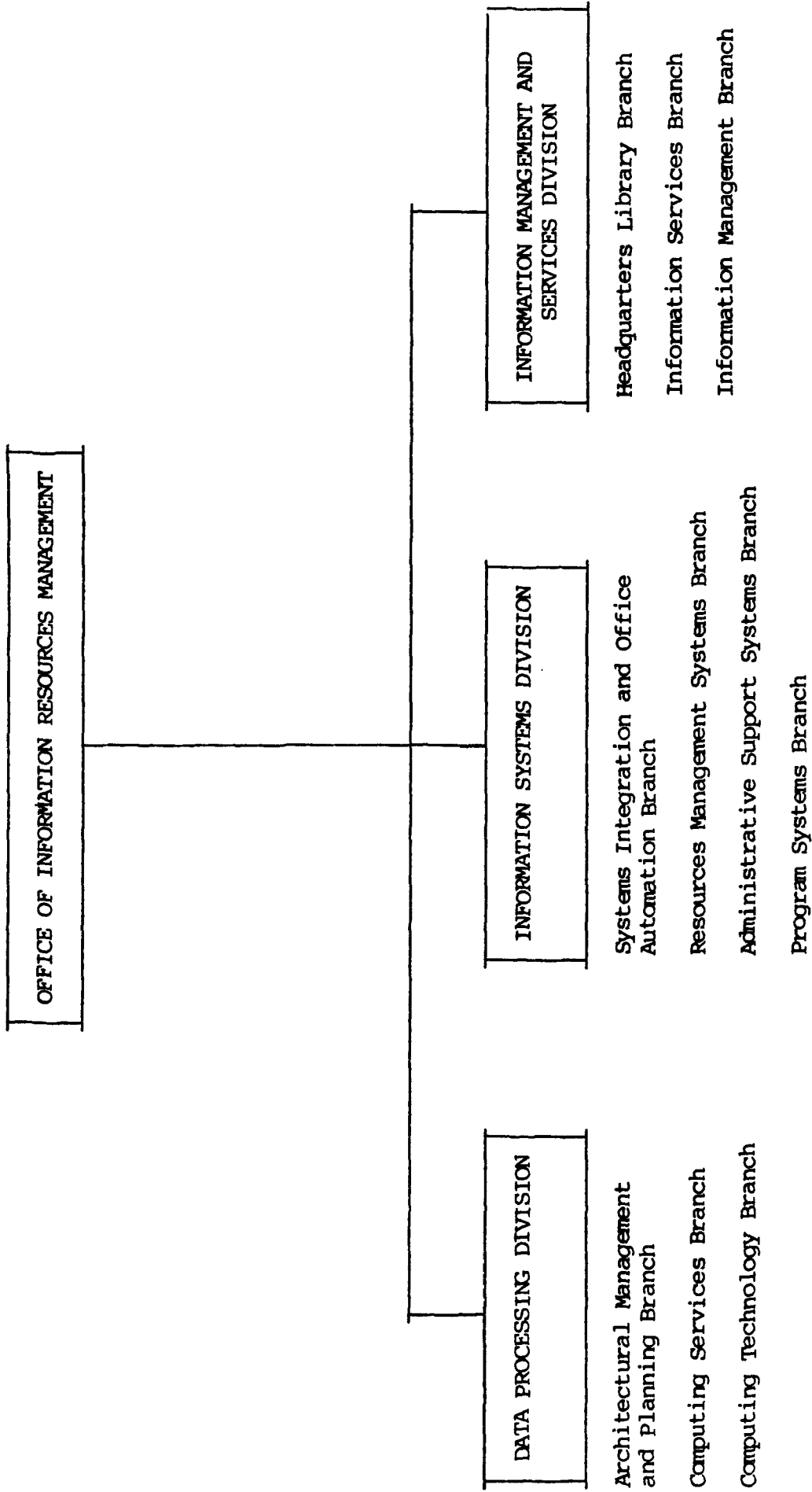
In addition, the proposed branch structure responds to concerns about information resources management and ADP management, which have been raised by Agency senior managers and others, will be addressed. Specifically:

- o The Information Resources Management Branch within the Information Management and Services Division and the Systems Integration Branch within the Information Systems Division provide the policy and technical foci necessary to develop data and information systems that will support Agency management goals, strategic planning and analysis of environmental problems across programmatic lines; and eliminate duplicate data bases and systems.
- o The Computer Services Branch; the three Systems Development and Operation Branches within the Information Systems Division; and the Information Services Branch within the Information Management and Services Division provide the ADP and information services expertise to provide service that is responsive to individual needs of Agency programs and regions to access and use automated and manual information systems and services.
- o The Architectural Planning and Management and the Computing Technology branches within the Data Processing Division permit the Agency to quickly, efficiently, and effectively acquire and use new and rapidly evolving technology.

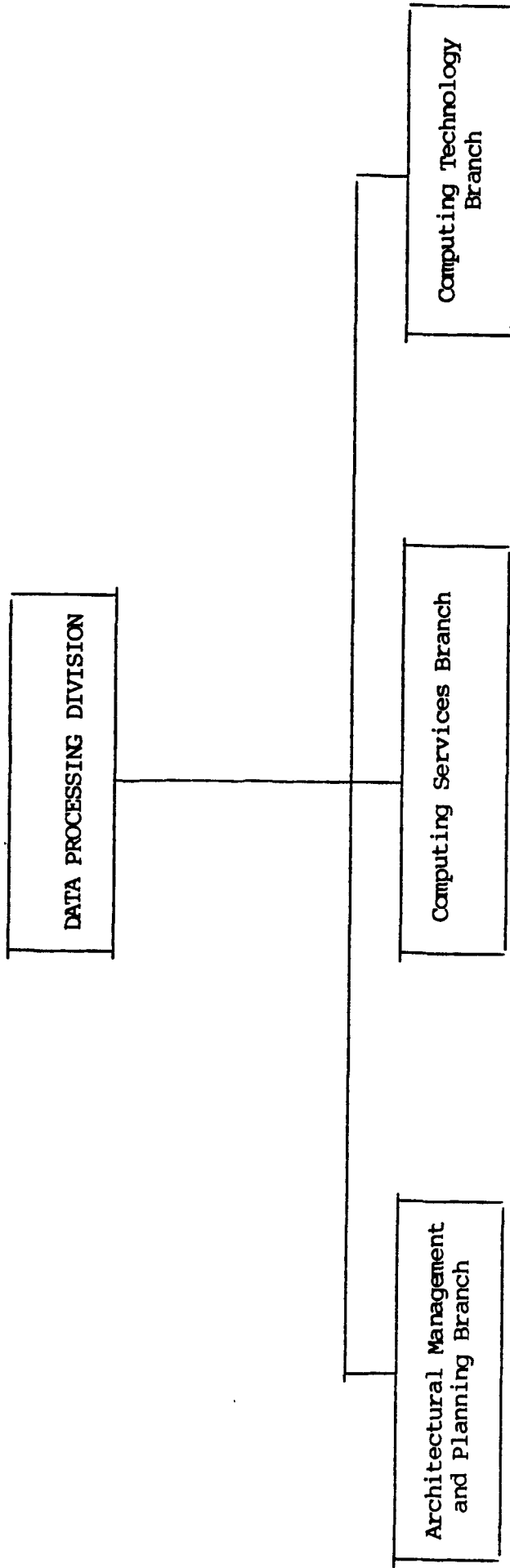
CURRENT ORGANIZATION



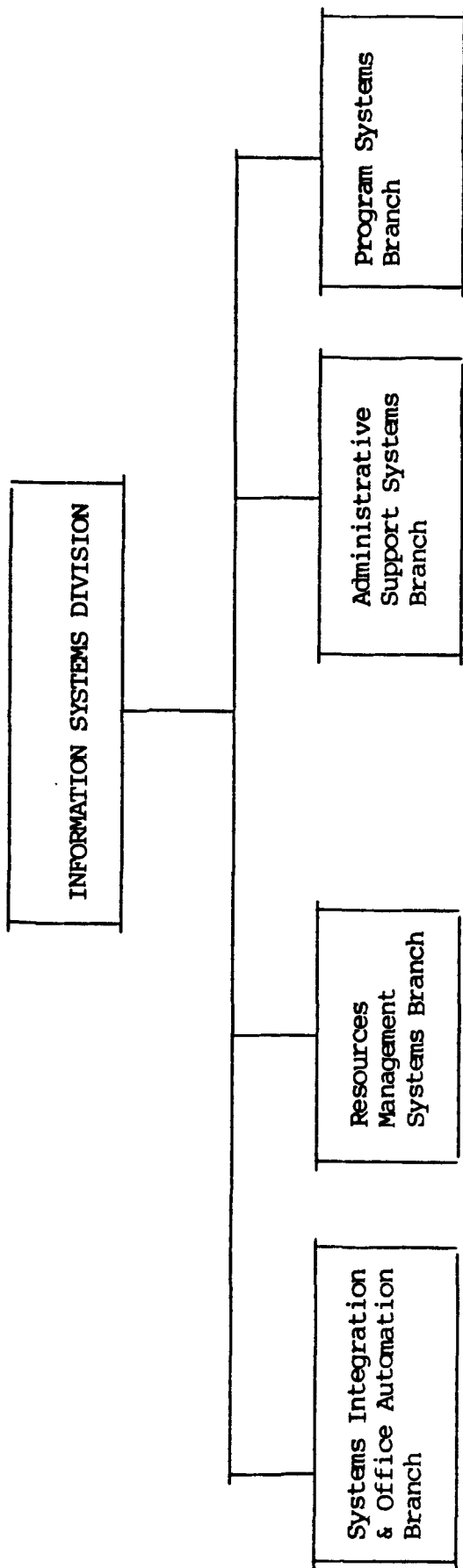
PROPOSED ORGANIZATION



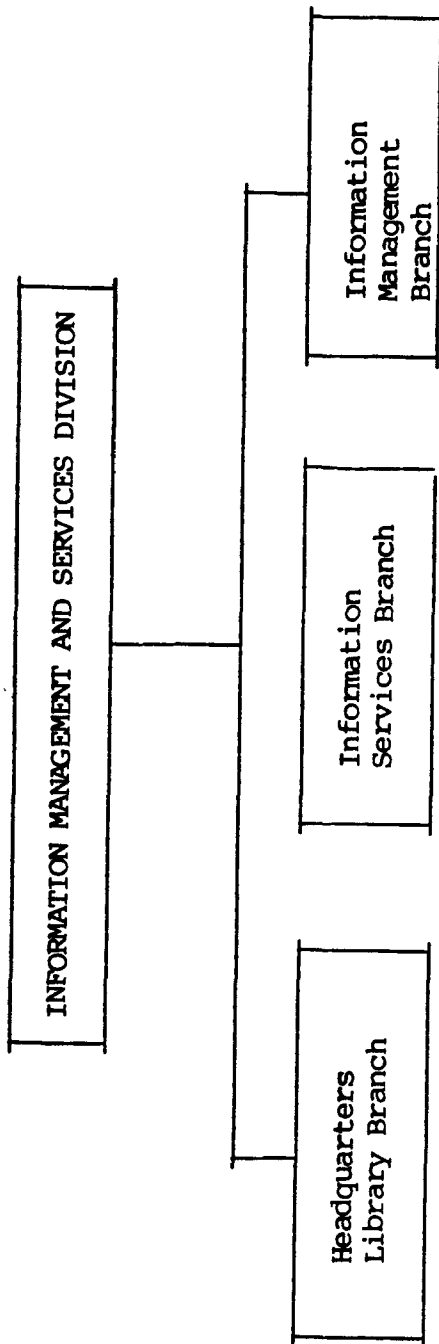
PROPOSED ORGANIZATION



PROPOSED ORGANIZATION



PROPOSED ORGANIZATION



OFFICE OF INFORMATION RESOURCES MANAGEMENT
CURRENT STAFFING PATTERN

CURRENT POSITION	CURRENT SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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Immediate Office

OFFICE DIRECTOR	ES 340/00	PFT	HANLEY, EDWARD
SECRETARY-STENOGRAPHY	GS 318/09	PFT	ZOLICOFFER, BRENDA
DEPUTY DIRECTOR	ES 301/00	PFT	GREENSTREET, WILLIS
SECRETARY-STENOGRAPHY	GS 318/08	PFT	DAVIS, IMOGENE
SPECIAL ASSISTANT	GM 334/15	PFT	CLINE, DAVID
EXPERT	EF 301/00	TFT	COATES, ROGER

Management Planning and Evaluation Staff

SPECIAL ASSISTANT	GM 345/15	PFT	BLAKESLEE, MARY
SECRETARY-TYPING	GS 318/05	PFT	LAWSON, MONICA
CLERK	GW 303/02	SIS	McMOORE, PHAEDRA
PROGRAM ANALYST	GM 345/15	PFT	KELLY, ROBERT
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	HART, JOHN
MANAGEMENT ANALYST	GS 343/14	PFT	CAPRENTIER, MICHAEL
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	MELLEY, MARY LOU
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	RITTER, ALAN
COMPUTER-SYSTEM-ANALYST	GS 334/13	PFT	COHEN, VICTOR
MANAGEMENT-ANALYST	GS 343/13	PFT	YOUNG, STEVE
BUDGET-ANALYST	GS 560/12	PFT	MINGO, BETTY
PROGRAM-ANALYST	GS 345/12	PFT	GREGORY, BEVERLY
MANAGEMENT-ANALYST	GS 343/11	PFT	FORTUNE, ADRIANA
PROGRAM-ANALYST	GS 345/09	PFT	BUCKMAN, MARY
PROGRAM ANALYST	GS 345/07	PFT	GARRISON, LINDA
SECRETARY-TYPING	GS 318/06	PFT	BALDWIN, HALLIE
CLERK-TYPIST	GS 322/04	PFT	BOWLDING, MILDRED
CLERK-TYPIST	GS 322/04	TFT	JACKSON, JANICE
CLERK-TYPIST	GS 322/02	TPT	MINOR, TONYA
CLERK-TYPIST	GW 303/03	SIS	ALEXANDER, DARRAN
CLERK	GW 303/02	SIS	PRICE, PAULETTE
CLERK	GW 303/02	SIS	CROSSMAN, ROSA MARIE
CLERK	GW 303/01	SIS	DEMESME, TANYA

OFFICE OF INFORMATION RESOURCES MANAGEMENT
CURRENT STAFFING PATTERN

CURRENT POSITION	CURRENT SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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DATA PROCESSING DIVISION

SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/15	PFT	FULFORD, DONALD
SUPVSY-COMPUTER-SYSTEMS-ANAL	GS 334/14	PFT	SLAYMAKER, AMOS
SECRETARY-STENOGRAPHY	GS 318/08	PFT	BROWN, BONNIE
SPECIAL ASSISTANT	GM 334/15	PFT	HARRIS, THEODORE
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/15	PFT	SCHUR, DENNIS
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	ROGERS, TOMMIE
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	JOHNSON, MAUREEN
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	STEIN, MICHAEL
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	WORLEY, DONALD
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	WILSON, JOSEPH
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	LOWRIMORE, GENE
COMPUTER SPECIALIST	GM 334/14	PFT	MILLER, GERALD
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	GARRETT, LUTHER
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	LAFOREST, DIETRICH
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	CLARK, JON
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	CHAMBLEE, CAROLYN
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	BRIGGS, WOODY
COMPUTER-SPECIALIST	GS 334/13	PFT	OBENSCHAIN, JAMES
COMPUTER-SPECIALIST	GS 334/13	PFT	MARTIN, SUSAN
COMPUTER-SPECIALIST	GS 334/13	PFT	WATSON, ERNEST
COMPUTER-SPECIALIST	GS 334/13	PFT	PLATTEN, JAMES
COMPUTER-SPECIALIST	GS 334/13	PFT	BIRK, THOMAS
COMPUTER-SPECIALIST	GS 334/11	PFT	ROLAFF, ALINE
ADMINISTRATIVE-OFFICER	GS 341/11	PFT	SWAIN, JOAN
COMPUTER-PROGRAMMER	GS 334/07	PFT	CHESLEY, WILLIAM
SECRETARY-STENOGRAPHY	GS 318/06	PFT	SAUERBIER, EVELYN
SECRETARY-STENOGRAPHY	GS 318/06	PFT	RONDEAU, SHERRY
ADMINISTRATIVE-TECHNICIAN	GS 303/05	PFT	JACKSON, PATRICIA
COMPUTER PROGRAMMER	GS 334/05	PFT	GILL, SABRENA
CLERK-TYPIST	GS 322/04	TFT	PRIDGEN, CAROL

INFORMATION SYSTEMS DIVISION

SUPVSY-COMPUTER-SYSTEMS-ANALY	GM 334/15	PFT	SWEENEY, JOHN
SECRETARY-TYPING	GS 318/07	PFT	SPICER, EVELYN
COMPUTER-SPECIALIST	GM 334/15	PFT	JOVER, TONY
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/15	PFT	KAPLAN, MICHAEL
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/15	PFT	PLATT, MICHAEL
CHEMIST	GM1320/15	PFT	HELLER, STEPHEN
MANAGEMENT-INF.-SPECIALIST	GM 301/15	PFT	HOCKS, WILLIAM

OFFICE OF INFORMATION RESOURCES MANAGEMENT
CURRENT STAFFING PATTERN

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CURRENT POSITION      CURRENT
                     SERIES/
                     GRADE      TYPE
                     POSITION      EMPLOYEE
                     NAME
SUPVSY-COMPUTER-SYSTEMS-ANALY GM 334/14      PFT      DREW, CONSTANCE
SUPVSY-COMPUTER-SYSTEMS-ANALY GM 334/14      PFT      FIORAMONTI, THOMAS
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INFORMATION SYSTEMS DIVISION — CONT.

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SUPVSY-COMPUTER-SYSTEMS-ANALY GM 334/14      PFT      THIE, DONALD
SUPVSY-COMPUTER-SYSTEMS-ANALY GM 334/14      PFT      SCHILLING, STEPHAN
SUPVSY-COMPUTER-SYSTEMS-ANALY GM 334/14      PFT      HARRISON, WILLIAM
COMPUTER-SYSTEMS-ANALYST      GS 334/14      PFT      ROSENE, DONALD
COMPUTER-SYSTEMS-ANALYST      GS 334/14      PFT      CIRELLI, DANIEL
COMPUTER-SYSTEMS-ANALYST      GS 334/14      PFT      REED, RUTH
COMPUTER-SYSTEMS-ANALYST      GS 334/14      PFT      HARDTER, ROSS
COMPUTER-SYSTEMS-ANALYST      GM 334/14      PFT      GAY, BILLY
COMPUTER-SPECIALIST          GS 334/14      PFT      LEBOWICH, JUDITH
COMPUTER-SPECIALIST          GS 334/14      PFT      POWELL, JAMES
COMPUTER-SPECIALIST          GM 334/14      PFT      LINDSEY, DAVID
MANAGEMENT-ANALYST          GS 343/14      PFT      BOYD, DICK
PROGRAM ANALYST              GS 345/14      PFT      GARRETT, KATHLEEN
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      PARTINGTON, EDWARD
COMPUTER-SYSTEMS-ANALYST      GM 334/13      PFT      GALBREATH, MYRA
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      MOORMAN, DOLORES
COMPUTER-SYSTEMS-ANALYST      GM 334/13      PPT      JARVIS, BARBARA
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      GATTUSO, PETER
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      WALKER, WILLIAM
COMPUTER-SYSTEMS-ANALYST      GM 334/13      PFT      CARRILLO, JEROME
COMPUTER-SPECIALIST          GS 334/13      PFT      GRAVES, DANIEL
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      HILL, SANDRA
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      GRIFFITH, BRYON
COMPUTER-SYSTEMS-ANALYST      GS 334/13      PFT      TOOMEY, DOUGLAS
COMPUTER-SPECIALIST          GS 334/13      PPT      SCHIFTER, KENNETH
COMPUTER-SPECIALIST          GS 334/13      PFT      MERCIER, JULIAN
COMPUTER-SPECIALIST          GS 334/13      PFT      LEWIS, CHRISTOPHER
COMPUTER-SYSTEMS-ANALYST      GS 334/12      PPT      BARNES, BILLIE
COMPUTER-PROGRAMMER          GS 334/12      PFT      PLATER, ORLANDO
COMPUTER-PROGRAMMER          GS 334/12      PFT      FARMER, ROBERT
COMPUTER-PROGRAMMER          GS 334/12      PFT      CUNNINGHAM, GERALD
COMPUTER-PROGRAMMER          GS 334/12      PFT      McCLAUGHERTY, BETTY
COMPUTER-SPECIALIST          GS 334/12      PFT      JACKSON, GEORGIA
COMPUTER-SPECIALIST          GS 334/13      PFT      SIKTAR, FRANK
COMPUTER-SPECIALIST          GS 334/12      PFT      ROSS, DEBORAH
COMPUTER-PROGRAMMER          GS 334/12      PFT      GRABSCH, WILLIAM
OFFICE-SYSTEMS-ANALYST      GS 301/12      TFT      KRUGER, PATRICIA
COMPUTER-PROGRAMMER          GS 334/11      PPT      DWYER, CONNIE
COMPUTER-SYSTEMS-ANALYST      GS 334/11      PFT      WILLIAMS, PHILLIP
COMPUTER-SYSTEMS-ANALYST      GS 334/09      PFT      LEWIS, KEITH
COMPUTER-PROGRAMMER          GS 334/09      PPT      RUST, KAREN
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OFFICE OF INFORMATION RESOURCES MANAGEMENT
CURRENT STAFFING PATTERN

CURRENT POSITION	CURRENT SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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INFORMATION SYSTEMS DIVISION — CONTD.

SECRETARY-TYPING	GS 318/06	PPT	NOBLE, STEPHANIE
SECRETARY-TYPING	GS 318/05	PPT	PRESTON, CHERYL
CLERK-TYPIST	GS 322/04	PPT	MARSHALL, KAREN
CLERK	GW 303/01	SIS	HANNON, JACKIE
SANITARY-ENGINEER	CO 819/05	PFT	ALMICH, BRUCE

INFORMATION MANAGEMENT AND SERVICES DIVISION

MANAGEMENT-ANALYST	GM 343/15	PFT	KADEC, SARAH T.
SECRETARY-TYPING	GS 318/08	PFT	GLENN, TRUEDENCE
SECRETARY-TYPING	GS 318/07	PFT	BROADY, LORRAINE
TECHNICAL-INFORMATION-SPEC	GS1412/14	PFT	WEISS, IRVIN
PUBLIC-INFORMATION-SPEC	GM1035/14	PFT	KEYS, JAMES
UNCLASSIFIED POSITION	GM 343/14	PFT	MASTERS, HAROLD
MANAGEMENT-ANALYST	GM 343/14	PFT	POOLE, ELIJAH
MANAGEMENT-ANALYST	GS 343/13	PFT	TASKER, THOMAS
MANAGEMENT-ANALYST	GS 343/11	PFT	WEBSTER, HAROLD
LIBRARIAN	GS1410/12	PFT	MORRISON, BARBARA
LIBRARIAN	GS1410/12	PPT	NORWOOD, CLAUDIA
PUBLIC-INFORMATION-SPECIALIST	GS1035/12	PFT	FANDEL, BERNARD
PUBLIC-INFORMATION-SPECIALIST	GS1035/12	PFT	BARMAKIAN, STEPHEN
WRITER-EDITOR	GS1082/12	PFT	BROWN, REMBART
INTERNATIONAL-REFERENCE	GS 301/11	PFT	SAYERS, CHARLENE
PUBLICATION-DISTRIBUTION	GS 301/09	PFT	WEATHERLY, CASSLEE
COMPUTER-SYSTEMS-ANALYST	GS 334/09	PFT	PATTERSON, MARY
PUBLIC-INFORMATION-SPECIALIST	GS1035/09	PFT	MOONEY, CHARLES
LIBRARY-TECHNICIAN	GS1411/07	PFT	INGALLS, BRUCE
LIBRARY-ASSISTANT	GS1411/07	PFT	WILLS, ALICE
LIBRARY TECHNICIAN	GS1411/07	PFT	BUTLER, GLORIS
COMPUTER-PROGRAMMER	GS 334/07	PPT	BOOTH, DARLENE
LIBRARY-TECHNICIAN	GS1411/05	PPT	ALEXANDER, ELLA
FEDERAL JUNIOR FELLOW	GS 303/05	TPT	SCHULTZE, CAROLYN
FEDERAL JUNIOR FELLOW	GS 303/05	TPT	GARY, VERONICA
CLERK-TYPIST	GS 322/04	PPT	POLLARD, CHERRACEITTA
CLERK-TYPIST	GS 322/03	TFT	MCILWEE, RHONDA
CLERK	GW 303/01	SIS	WATTS, VANESSA

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	PROPOSED SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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IMMEDIATE OFFICE

DIRECTOR	ES 340/00	PFT	HANLEY, EDWARD
SECRETARY-STENOGRAPHY	GS 318/09	PFT	ZOLICOFFER, BRENDA
CLERK	GW 303/02	SIS	CROSSMAN, ROSA MARIE
DEPUTY DIRECTOR	ES 301/00	PFT	GREENSTREET, WILLIS
SECRETARY-STENOGRAPHY	GS 318/08	PFT	DAVIS, IMOGENE
SPECIAL ASSISTANT	GM 334/15	PFT	CLINE, DAVID
EXPERT	EF 301/00	TFT	COATES, ROGER

MANAGEMENT PLANNING AND EVALUATION STAFF

DIRECTOR	GM 345/15	PFT	BLAKESLEE, MARY
SECRETARY-TYPING	GS 318/05	PFT	LAWSON, MONICA
CLERK	GW 303/02	SIS	McMOORE, PHAEDRA
PROGRAM ANALYST	GM 345/15	PFT	KELLY, ROBERT
MANAGEMENT ANALYST	GM 345/14	PFT	HART, JOHN
MANAGEMENT ANALYST	GM 343/14	PFT	CAPRENTIER, MICHAEL
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	MELLEY, MARY LOU
MANAGEMENT-ANALYST	GS 343/13	PFT	YOUNG, STEVEN
MANAGEMENT-ANALYST	GS 343/13	PFT	RITTER, ALAN
PROGRAM ANALYST	GS 345/13	PFT	COHEN, VICTOR
BUDGET-ANALYST	GS 560/12	PFT	MINGO, BETTY
PROGRAM-ANALYST	GS 345/12	PFT	GREGORY, BEVERLY
MANAGEMENT-ANALYST	GS 343/11	PFT	FORTUNE, ADRIANA
PROGRAM-ANALYST	GS 345/09	PFT	BUCKMAN, MARY
PROGRAM ANALYST	GS 345/07	PFT	GARRISON, LINDA
CLERK-TYPIST	GS 322/04	PFT	BOWLDING, MILDRED
CLERK-TYPIST	GS 322/04	TFT	JACKSON, JANICE
CLERK-TYPIST	GS 322/02	TPT	MINOR, TONYA
CLERK	GW 303/03	SIS	ALEXANDER, DARRAN
CLERK	GW 303/01	SIS	DEMESME, TANYA

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	PROPOSED SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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DATA PROCESSING DIVISION

Immediate Office

DIRECTOR	GM 334/15	PFT	FULFORD, DONALD
DEPUTY DIRECTOR	GM 334/15	PFT	VACANT
SECRETARY-STENOGRAPHY	GS 318/08	PFT	BROWN, BONNIE
ADMINISTRATIVE-OFFICER	GS 341/11	PFT	SWAIN, JOAN
ADMINISTRATIVE-TECHNICIAN	GS 303/05	PPT	JACKSON, PATRICIA
CLERK-TYPIST	GS 322/04	TFT	PRIDGEN, CAROL

Architectural Management and Planning Branch

CHIEF	GM 334/15	PFT	HARRIS, THEODORE
SECRETARY-STENOGRAPHY	GS 318/07	PFT	VACANT
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	WORLEY, DONALD
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	CLARK, JON
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PPT	CHAMBLEE, CAROLYN
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	VACANT (TELECOM)

Computing Services Branch

CHIEF	GM 334/15	PFT	VACANT
SECRETARY-STENOGRAPHY	GS 318/06	PFT	RONDEAU, SHERRY
COMPUTER SYSTEMS ANALYST	GS 334/14	PFT	SLAYMAKER, AMOS
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	ROGERS, TOMMIE
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	JOHNSON, MAUREEN
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	WILSON, JOSEPH
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	GARRETT, LUTHER
COMPUTER-SPECIALIST	GS 334/13	PFT	WATSON, ERNEST
COMPUTER-SPECIALIST	GS 334/13	PFT	MARTIN, SUSAN
COMPUTER-SPECIALIST	GS 334/13	PFT	PLATTEN, JAMES
COMPUTER-SPECIALIST	GS 334/11	PFT	ROLAFF, ALINE
COMPUTER-PROGRAMMER	GS 334/07	PFT	CHESLEY, WILLIAM

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	CURRENT SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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Computing Technology Branch

CHIEF	GM 334/15	PFT	SCHUR, DENNIS
SECRETARY-STENOGRAPHY	GS 318/06	PPT	SAUERBIER, EVELYN
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	LOWRIMORE, GENE
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	STEIN, MICHAEL
COMPUTER SPECIALIST	GM 334/14	PFT	MILLER, GERALD
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	LAFOREST, DIETRICH
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	BRIGGS, WOODY
COMPUTER-SPECIALIST	GS 334/13	PFT	OBENSCHAIN, JAMES
COMPUTER-SPECIALIST	GS 334/13	PFT	BIRK, THOMAS
COMPUTER PROGRAMMER	GS 334/05	PFT	GILL, SABRENA

INFORMATION SYSTEMS DIVISION

Immediate Office

DIRECTOR	GM 334/15	PFT	SWEENEY, JOHN
SECRETARY-TYPING	GS 318/07	PFT	SPICER, EVELYN
CLERK	GW 303/01	SIS	HANNON, JACKIE

Systems Integration and Office Automation Branch

CHIEF	GM 334/15	PFT	VACANT
SECRETARY-TYPING	GS 318/06	PFT	BALDWIN, HALLIE
CLERK	GW 303/02	SIS	PRICE, PAULETTE
COMPUTER-SPECIALIST	GM 334/15	PFT	KAPLAN, MICHAEL
MANAGEMENT-INF.-SPECIALIST	GM 301/15	PFT	HOOKS, WILLIAM
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	SCHILLING, STEPHAN
COMPUTER SYSTEMS ANALYST	GM 343/14	PFT	BOYD, DICK
COMPUTER-SPECIALIST	GS 334/14	PFT	LEBOWICH, JUDITH
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	ROSENE, DONALD
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	HILL, SANDRA
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	GRIFFITH, BRYON
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	TOOMEY, DOUGLAS
OFFICE-SYSTEMS-ANALYST	GS 301/12	TFT	KRUGER, PATRICIA
COMPUTER-SYSTEMS-ANALYST	GS 334/11	PFT	WILLIAMS, PHILLIP
COMPUTER-SYSTEMS-ANALYST	GS 334/09	PFT	LEWIS, KEITH

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	PROPOSED SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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Resources Management Systems Branch

CHIEF	GM 334/14/15	PFT	VACANT
SECRETARY	GS 318/07	PFT	VACANT
SUPVSY-COMPUTER-SPECIALIST	GM 334/14	PFT	FIORAMONTI, THOMAS
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	GARRETT, KATHLEEN
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	WALKER, WILLIAM
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	CARRILLO, JEROME
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	GATTUSO, PETER
COMPUTER-SPECIALIST	GS 334/13	PPT	SCHIFTER, KENNETH
COMPUTER-PROGRAMMER	GS 334/12	PFT	PLATER, ORLANDO
COMPUTER-PROGRAMMER	GS 334/12	PFT	FARMER, ROBERT
COMPUTER-PROGRAMMER	GS 334/12	PFT	CUNNINGHAM, GERALD
COMPUTER-PROGRAMMER	GS 334/12	PFT	GRABSCH, WILLIAM
CLERK-TYPIST	GS 322/04	PFT	MARSHALL, KAREN

Administrative Support Systems Branch

CHIEF	GM 334/15	PFT	PLATT, MICHAEL
SECRETARY-TYPING	GS 318/05	PPT	PRESTON, CHERYL
COMPUTER-SPECIALIST	GM 334/14	PFT	HARRISON, WILLIAM
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	REED, RUTH
COMPUTER-SPECIALIST	GM 334/14	PFT	POWELL, JAMES
COMPUTER-SPECIALIST	GM 334/14	PFT	LINDSEY, DAVID
COMPUTER-SPECIALIST	GS 334/13	PFT	GRAVES, DANIEL
COMPUTER-SPECIALIST	GS 334/13	PFT	MERCIER, JULIAN
COMPUTER-SPECIALIST	GS 334/13	PFT	LEWIS, CHRISTOPHER
COMPUTER-SPECIALIST	GS 334/13	PFT	SIKTAR, FRANK
COMPUTER-SPECIALIST	GS 334/12	PFT	JACKSON, GEORGIA
COMPUTER-SYSTEMS-ANALYST	GS 334/12	PPT	BARNES, BILLIE

Program Systems Branch

CHIEF	GM 334/15	PFT	JOVER, TONY
SECRETARY-TYPING	GS 318/06	PPT	NOBLE, STEPHANIE
CHEMIST	GS1320/15	PFT	HELLER, STEPHEN
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	DREW, CONSTANCE
SUPVSY-COMPUTER-SYSTEMS-ANAL	GM 334/14	PFT	THIE, DONALD
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	CIRELLI, DANIEL

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	PROPOSED SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
COMPUTER-SYSTEMS-ANALYST	GS 334/14	PFT	HARDTER, ROSS
COMPUTER-SYSTEMS-ANALYST	GM 334/14	PFT	GAY, BILLY
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	PARTINGTON, EDWARD
COMPUTER-SYSTEMS-ANALYST	GM 334/13	PFT	GALBREATH, MYRA
COMPUTER-SYSTEMS-ANALYST	GS 334/13	PFT	MOORMAN, DOLORES
COMPUTER-SYSTEMS-ANALYST	GM 334/13	PPT	JARVIS, BARBARA
COMPUTER-SPECIALIST	GS 334/12	PFT	ROSS, DEBORAH
COMPUTER-PROGRAMMER	GS 334/12	PFT	McCLAUGHERTY, BETTY
COMPUTER-PROGRAMMER	GS 334/11	PPT	DWYER, CONNIE
COMPUTER-PROGRAMMER	GS 334/09	PPT	RUST, KAREN
SANITARY-ENGINEER	CO 819/05	PFT	ALMICH, BRUCE

INFORMATION MANAGEMENT AND SERVICES DIVISION

Immediate Office

DIRECTOR	GM 343/15	PFT	KADEC, SARAH
MANAGEMENT ASSISTANT	GS 301/09	PFT	GLENN, M. TRUEDENCE
FEDERAL JUNIOR FELLOW	GS 303/05	TPT	SCHULTZE, CAROLYN
FEDERAL JUNIOR FELLOW	GS 303/05	TPT	GARY, VERONICA
CLERK-TYPIST	GS 322/03	TFT	McILWEE, RHONDA
CLERK	GW 301/01	SIS	WATTS, VANESSA

Headquarters Library Branch

CHIEF	GM 1410/15	PFT	VACANT
CLERK-TYPIST	GS 322/04	PPT	POLLARD, CHERRACEITTA
MANAGEMENT ANALYST	GM 0343/14	PFT	POOLE, ELIJAH
LIBRARIAN (LAW)	GS 1410/12	PFT	MORRISON, BARBARA
COMPUTER-SYSTEMS-ANALYST	GS 0334/09	PFT	PATTERSON, MARY
PUBLIC OFFICER	GS 0310/09	PFT	WEATHERLY, CASSLEE
LIBRARY TECHNICIAN	GS 1411/07	PFT	INGALLS, BRUCE
LIBRARY TECHNICIAN	GS 1411/07	PFT	WILLS, ALICE
LIBRARIAN	GS 1410/12	PPT	NORWOOD, CLAUDIA
SECRETARY (TYPING)	GS 318/07	PFT	BROADY, LORRAINE
LIBRARY TECHNICIAN	GS 1411/05	PPT	ALEXANDER, ELLA

OFFICE OF INFORMATION RESOURCES MANAGEMENT
PROPOSED STAFFING PATTERN

PROPOSED POSITION	PROPOSED SERIES/ GRADE	TYPE POSITION	EMPLOYEE NAME
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Information Services Branch

CHIEF	GM 1412/15	PFT	VACANT
DIRECTOR CLEARINGHOUSE	GM 1412/14	PFT	WEISS, IRVING
PUBLIC INFO SPECIALIST	GM 1035/14	PFT	KEYS, JAMES
INTERNATIONAL REFERRAL	GS 0301/11	PFT	SAYERS, CHARLENE
LIBRARY TECHNICAL	GS 1411/07	PFT	BUTLER, GLORIS
PUBLIC INFO SPECIALIST	GS 1035/09	PFT	MOONEY, CHARLES
PUBLIC INFO SPECIALIST	GS 1035/12	PFT	BARMANIAN, STEPHEN
PUBLIC INFO SPECIALIST	GS 1035/12	PFT	FANDELL, BERNARD
COMPUTER PROGRAMMER	GS 0334/07	PPT	BOOTH, DARLENE

Information Management Branch

CHIEF	GM 1412/15	PFT	VACANT
MANAGEMENT ANALYST	GM 0343/14	PFT	MASTERS, HAROLD
MANAGEMENT ANALYST	GS 0343/13	PFT	TASKER, THOMAS
WRITER-EDITOR	GS 1082/12	PFT	BROWN, REMBART
MANAGEMENT ANALYST	GS 0343/11	PFT	WEBSTER, HAROLD

ORGANIZATION AND FUNCTIONS

EXISTING FUNCTION STATEMENTS

5. OFFICE OF INFORMATION RESOURCES MANAGEMENT. The Office of Information Resources Management (OIRM), under the supervision of a Director, provides for an information resource management program (IRM) consistent with the provisions of P.L. 96-511. The Office establishes policy, goals and objectives for implementation of IRM; develops annual and long-range plans and budgets for IRM functions and activities; and promotes IRM concepts throughout the Agency. The Office coordinates IRM activities; plans, develops and operates information systems and services in support of the Agency's management and administrative functions, and the Office of Solid Waste and Emergency Response and other Agency programs and functions as required. The Office oversees the performance of these activities when carried out by other Agency components. The Office performs liaison for interagency sharing of information and coordinates IRM activities with OMB and GSA. The Office ensures compliance with requirements of P.L. 96-511 and other Federal laws, regulations, and guidelines relative to IRM; and chairs the Agency's IRM Steering Committee. The Office develops Agency policies and standards; and administers or oversees Agency programs for library systems and services, internal records management, and the automated collection, processing, storage, retrieval and transmission of data by or for Agency components and programs. The Office plans and manages, or approves, the acquisition of all information technology, systems and services by or for Agency components and programs, including those systems and services acquired by grantees and contractors using Agency funds. The Office manages or at its discretion, oversees the operation of all Agency computers and telecommunications hardware and facilities. The Office reviews and evaluates information systems and services, including office automation, which are operated by other Agency components; sets standards for and approves the selection of Agency personnel who are responsible for the technical management of these activities. The Office is responsible for establishing and/or applying telecommunications and Federal information processing standards. The Office coordinates its performance of these functions and activities with the Agency's information collection policies and budgets managed by the Office of Policy, Planning and Evaluation.

a. Data Processing Division. The Data Processing Division (DPD), under the supervision of a Director, is responsible for the management of information processing resources, including telecommunications in EPA. The DPD plans for and acquires or approves all general purpose and scientific computers, associated operating systems, and telecommunications facilities required to meet the needs of EPA programs and Regions. The DPD operates and maintains all general purpose computers and local area networks at Headquarters and Research Triangle Park. The DPD provides the Agency with telecommunications capability to meet Agency needs. The DPD develops architectural strategies and procures advanced systems, support equipment, and processing technology to meet Agencywide requirements. Specifically DPD:

(1) Prepares the Agency's computing resources plan which includes equipment, software, and telecommunications systems required to support Agency requirements.

(2) Develops policy, methods, and guidelines; operates and maintains general purpose software; and enforces standards which apply to all Agency computing activities.

(3) Operates centralized data processing facilities in Headquarters and Research Triangle Park; and develops and maintains general purpose software, facilities including operating systems, general use software such as data base management software and utilities.

(4) Provides technical direction and oversight of the data processing facilities in the Cincinnati, Regional Offices, and laboratories.

(5) Operates and maintains the timeshare accounting and chargeback ADP systems.

(6) Manages the testing and acceptance of computing equipment, associated operating systems and data transmission equipment and services.

(7) Develops technical specifications, acquires, and provides the technical management of standard Agency word processing, ADP equipment contracts and general use, and non-EPA timeshare service procurements.

(8) Plans for appropriate national telecommunication services to meet Agency needs and operates and maintains the national telecommunications network; reviews needs for local area network and coordinates planning with other offices, both internal and external; and assures participation in OMB/GSA long-range telecommunications plans.

(9) Provides for data and facility security; implements and maintains access to central computer files; and establishes and implements guidelines for security of data on office and personal computers.

(10) Manages the Agency distributed processing program including providing operating system support, technical assistance and resource planning for distributed sites.

(11) Plans and manages the acquisition of information processing resources including equipment, software and telecommunications required to meet the general ADP processing requirements of the Agency.

(12) Assesses and develops plans and guidelines for the application of new information technology in EPA; including operating systems software, telecommunications, peripheral devices, graphics, videodisks, COM micrographics, and other information handling technology.

(13) Provides central data base administration. Establishes policy and procedures governing central data base usage and maintains the central data base environment.

(14) Plans, develops and delivers training and other support services to EPA managers and staff as required to ensure their cost-effective access to and use of EPA computing and telecommunications resources and to ADP professionals as required to ensure effective performance and career development.

b. Information Systems Division. The Information Systems Division (ISD), under the supervision of a Director, is responsible for developing, enhancing, operating, and maintaining automated information systems to meet the common needs of EPA programs. Develops automated information systems which serve program offices, taking a direct role when systems cross functional, geographic, media, or technical lines, and an approval role when program offices have both the desire and resources for developing their own systems. Specifically, the ISD is responsible for the Agency's administrative and resource management ADP systems, integrated office systems in support of EPA programs, the Facilities Number System, Superfund systems, Hazardous Waste systems, and the Chemical Information System. The ISD serves as the principal point of contact for Headquarters and Regional Offices desiring ADP system development and office automation services. Specifically, the ISD:

(1) Develops policies and long-term applications systems development plans.

(2) Assists client offices in preparing annual plans that identify the ADP services and resources for developing, enhancing, operating, and maintaining ADP systems.

(3) Performs systems analysis, prepares alternative analyses, and provides detailed specifications for systems to meet identified needs and specific requests from management and program offices; and remains abreast of existing software and applications programs applicable to Agency requirements.

(4) Designs, programs, tests and installs new ADP systems or major modifications to existing systems.

(5) Designs, programs, tests, and installs in client offices, applications software and equipment for turnkey, integrated office systems.

(6) Operates and maintains the applications software and the updating of data files for complex, multiuser systems.

(7) Develops contract requirements for systems analysis and programming; and oversees contract tasks in support of management and program offices.

(8) Maintains a state-of-the-art environment for software and program development and enhancements.

(9) Establishes and/or applies standards for software, languages and program documentation.

(10) Provides data administration for management systems and coordinates this activity for program offices.

(11) Provides certification of systems.

(12) Plans, develops and delivers training and other support to users of EPA information system as required for effective access to and use of information systems, and to ADP systems development staff as required to ensure effective performance and career development.

(c) Information Management and Services Division. The Information Management and Services Division (IMSD), under the direction of a Director, is responsible for the development of an IRM support function to ensure efficient handling of information in, or among offices in EPA consistent with the requirements of PL.96-511; develops programs, systems, and procedures to control the definition, creation, coordination of the storage, protection, disposition, and retrieval of Agency records; participates in, and supports, Agency level policy, planning, and sharing initiatives; provides assistance to field offices in EPA. The IMSD is responsible for identifying information requirements within EPA, operating the public information center, referral, and clearinghouse activities for the EPA staff and the general public. The IMSD is responsible for the development and maintenance of a library system and the operation of the Headquarters library. Specifically, the IMSD:

(1) Identifies information requirements; conducts user studies, and develops short and long term plans for information activities support for Agency management and program offices. Provides current awareness services and programs to information managers and users.

(2) Provides for an integrated library program in support of Agency administrative and program offices; provides a Headquarters library service; coordinates library services Agencywide.

(3) Designs, develops and implements systems to provide public access to environmental information and data. Provides for a public information reference and inquiry unit; provides indexes and guides to environmental information.

(4) Operates and maintains a clearinghouse of environmental data bases and models; provides for a referral service to sources of environmental information.

(5) Operates and maintains INFOTERRA, the U.S. Focal Point for the United Nations Environmental Program's international referral system. Provides a translations service for the Agency.

(6) Maintains inventory of major data bases, scientific and technical publications, and provides directory of information resources.

(7) Provides bibliographic controls for Agency scientific and technical publications. Develops, implements, and manages records disposition program; provides systems for files management; and coordinates with the Management and Organization Division on internal forms, reports and directives management program; implements a micrographics management program; conducts Regional records assistance reviews.

(8) Serves as OIRM's liaison with the Office of Policy, Planning and Evaluation.

(9) Conducts periodic reviews of records operations, libraries, information systems and information centers.

(10) Develops and administers the data dictionary; provides metadata data administration.

MANAGEMENT PLANNING AND EVALUATION STAFF

The Management Planning and Evaluation Staff, under the supervision of a Director, is responsible for the following:

(1) Supports the Office Director in Office-wide program analysis, planning, budget development, performance reporting, and resources management, including the following activities:

(a) Manages the OIRM program planning and reporting system; develops the OIRM planning guidance; and provides instructions, forms, tables, and schedules in support of the annual planning and reporting processes.

(b) Conducts independent assessments of program management problems and alternatives.

(c) Represents OIRM in all matters in the development of resource allocations, reporting, and control systems.

(d) Manages the process for allocating and monitoring the Agency's timeshare resources: analyzes program and regional requests and recommends allocations; conducts periodic reviews of timeshare use; and administers policies and procedures for timeshare pricing and accounting in accordance with the Agency and GAO accounting policies.

(2) Develops guidelines for and manages the planning and budget development processes for Agency-wide information resources: develops planning guidance; provides manuals, forms, tables, and schedules in support of the planning processes; coordinates the preparation of the Agency's plans; and prepares data and analyses for submission to OMB, GAO, and the Congress.

(3) Provides Office-wide administrative support, including the following activities:

(a) Provides support in personnel-related matters.

(b) Secures the variety of service essential to the direction and operation of the Office; determines, evaluates and justifies the need for furniture, fixtures, equipment, supplies, telephones, space, leases, and all other services.

(4) Manages OIRM procurement activities, including the planning, acquisition and administration of Agency information services; manages the process for OIRM review and approval of ADP and telecommunications by Agency units;

serves as Ordering Officer for Agency-wide contracts, as delegated by P&CMD; coordinates the development and implementation of OIRM procurement policies and strategies; and evaluates compliance with these policies.

(5) Establishes policies and procedures for, and coordinates the periodic review and evaluation of information programs; and plans and conducts evaluations of automated information systems, data processing equipment, word processing equipment, and ADP operations and management practices in EPA headquarters and regional offices and laboratories.

(6) Coordinates plans and programs to support the career development of information managers and staff in EPA.

DATA PROCESSING DIVISION

A. Architectural Management and Planning Branch. The Architectural Management and Planning Branch (AMPB), under the supervision of a Chief, is responsible for defining the requirements and managing the procurement of equipment and contractual services for central and distributed processing, word processing, office automation and data transmission equipment, telecommunications services, facilities and services in EPA. The AMPB plans for, and acquires, all general purpose computers, associated operating systems, and data transmission facilities required to meet the needs of EPA programs, Regions, State and local agencies. Specifically, the AMPB:

(1) Performs acquisition management activities.

(a) Specifies requirements for ADP processing equipment, operating systems, data transmission systems and telecommunications services. Develops test acceptance plans to validate that acquired systems and services meet specified requirements.

(b) Develops acquisition strategies in coordination with the Procurement and Contracts Management Division (PCMD), performs studies and analyses required to support acquisitions, and develops benchmarks required to evaluate vendor technical proposals.

(c) Performs technical management of all acquisitions related to DPD functions, including standard Agency word processing, office automation, ADP equipment contracts and procurement of general-use timesharing services from external sources.

(d) As delegated, provides and manages the Agency-wide system for review and approval of proposed ADP hardware and operating system software acquisitions.

(2) Performs capacity planning and management functions.

(a) Monitors capacity available through installed resources and provides capacity reports to management.

(b) Determines future computing resource requirements based on current and projected workload and initiates appropriate action to acquire additional resources.

(c) Based on available capacity, evaluates the feasibility of providing other agencies with timesharing services through Interagency Agreements and provides recommendations to management.

(3) Provides telecommunications planning to develop operational strategies and identify network requirements to maximize service to users and minimize costs.

(4) Performs architectural planning and management functions.

(a) Investigates new technology in the areas of computer operating system software, peripheral devices, graphics, videodisks, COM micrographics and other information processing systems.

(b) Develops the overall ADP architectural strategy for the Agency; if justified, approves new systems which deviate from this strategy.

(c) Performs detailed architectural planning to insure the most effective interfacing and compatibility of major ADP components such as the telecommunications network, computer processors, peripherals, and operating systems.

B. Computing Services Branch. The Computing Services Branch (CSB), under the supervision of a Chief, is responsible for providing computing services to meet the needs of EPA users. Specifically, the CSB:

(1) Maintains and operates computer hardware and support equipment, and commercial software packages running on the hardware systems, and maintains supplies in Research Triangle Park (RTP) and Headquarters.

(2) Provides the following services:

(a) Provides central RJE support services for Headquarters users and manages and operates Headquarters distributed RJE sites.

(b) Operates production oriented systems in support of requesting user groups. This includes developing standardized run procedures and documents, monitoring and processing of system jobs, and overseeing the timely and accurate delivery of job output.

(c) Develops policy, methods and guidelines for use of the data processing facilities; develops and implements Performance Measurement Standards and user service levels and goals; monitors ADP workflow and establishes schedules and priorities to ensure that standards and goals are met; and monitors hardware, maintenance and facility service agreements to ensure that an optimum ADP processing environment is maintained.

(d) Provides external auxiliary support to the EPA user community in such areas as courier service, micrographic service and data entry support.

(e) Operates and maintains national telecommunications networks, provides day-to-day support in such areas as the resolution of user terminal problems, including necessary interface with communications vendors on the user's behalf, and implements and operates Headquarters local area networks.

(f) Provides technical oversight of contract and delivery orders for distributed sites operations.

(3) Performs the following management and support functions:

(a) Provides support in the physical ADP facility areas of design of the computer room layout, determination of air conditioning requirements and environmental monitoring for EPA computer sites.

(b) Responsible for change control for hardware configuration management and system software, including the development and implementation of change control procedures.

(c) Provides technical oversight of contracts and delivery orders for regional distributed site operations.

(d) Provides security function to protect confidential data and prevent unauthorized access to resources, and disaster recovery procedures to ensure continued processing of EPA's critical workload.

(e) Tests and accepts system hardware and associated vendor supported hardware in accordance with the test and acceptance plan developed by the Architectural Management and Planning Branch.

(4) Provides the following user support and training services:

(a) Provides the major support interface with the EPA user community in such areas as problem resolution, high level technical consultation, dissemination of technical information, and software and data conversion.

(b) Provides technical support services to Agency word processing users.

(c) Manages the operation of the Washington Information Center.

(d) Plans, develops and delivers introductory training courses to users of ADP and office systems.

(e) Provides for the delivery of training services to meet the common needs of Agency executives, managers, professionals, and ADP and word processing users. This service is provided in response to specific needs identified by the Information Systems Division and the Information Management and Services Division.

(d) Manages the Timeshare Service Billing system.

(e) Performs data acquisition and management of capacity planning and workload analysis data, in conjunction with the AMPB.

(f) Conducts facility impact analysis of new and proposed major application systems, in conjunction with the AMPB and the Information Systems Division.

(3) Performs the central data base administration function.

(a) Establishes operating procedures governing DBMS use, back-up, restart and recovery, initial data base load, running data base utilities, implementing data security policies and coordinating with the Data Administrator.

(b) Maintains, tests and implements all data base management system (DBMS) related software and hardware.

(c) Provides technical DBMS consultation.

(d) Manages data base monitoring and performance.

(e) Conducts, in conjunction with Data Administrator, feasibility and logical data base design reviews prior to new application development. Conducts physical data base design reviews prior to implementation of systems using DBMS.

(4) In coordination with CSB, provides technical direction on use of the data processing resources in the Regional Offices, and laboratories.

(5) Manages the Agency's distributed processing network.

(a) Provides technical direction and assistance to distributed site managers, including on-site assistance as appropriate and feasible.

(b) Establishes policies and procedures for distributed site processing, acquisitions and operations, including performance goals.

(c) Maintains and reports on distributed site performance to OIRM and site management.

(d) Determines need, develops and implements programs to ensure distributed sites personnel have training and other support required to perform effectively.

C. Computing Technology Branch. The Computing Technology Branch (CTB) under the supervision of a Chief, is the technical focal point for identifying operating systems and general purpose software requirements for users of distributed and central processing services. The CTB is responsible for all aspects of central data base administration for both distributed and central processing. Specifically, the CTB:

(1) Implements and maintains all operating systems and utility and application support packages, telecommunications software, and performance modeling software packages.

(a) Investigates near-term telecommunications software requirements.

(b) Tests and accepts system software and associated vendor supported software according to the test and acceptance plan developed by the Architectural Management and Planning Branch (AMPB).

(c) Designs and performs benchmark tests for proposed new operating systems, in consultation with the AMPB.

(d) Evaluates both new or enhanced operating systems and general purpose software products.

(e) Develops operating system software enhancements to meet the unique requirements of the user community.

(f) Performs studies, system tuning, and performance monitoring related to the performance of both hardware and software systems utilized by DPD.

(g) Coordinates configuration management and change control procedures with Computing Services Branch (CSB).

(h) Responsible for system availability through software/hardware problem resolutions in conjunction with the CSB.

(i) Establishes policy, methods and guidelines for acquisition and use of general purpose software.

(2) Provides the major focus for system performance monitoring.

(a) Conducts application system optimization studies.

(b) Conducts Data Base optimization studies.

(c) Monitors computer utilization.

INFORMATION SYSTEMS DIVISION

A. Systems Integration and Office Automation Branch. The Systems Integration and Office Automation Branch (SIOAB), under the direction of a Chief, plans and manages the development and integration of major Agency information systems and provides overall technical management of the Agency's major ADP systems development and task order contracts. The SIOAB plans and manages projects for the development and implementation of Agency-wide office systems. Specifically, the SIOAB:

(1) Prepares and periodically updates an overall Systems Development Strategy for each major system family managed by the Division. These Strategies are developed with the active participation of client offices, Division branches and field ADP offices. The Strategies address major Agency systems as well as standard, standalone systems.

(2) Develops the plans, project schedules, and architectural scheme for integration of major Agency systems. Provides the day to day project management associated with the integration and modular development of the Agency's administrative systems (e.g., finance, personnel).

(3) Provides overall technical management of ADP contractor services used by the Division and other EPA offices in the development and operation of application systems. Serves as the focal point for resolution of contractor performance issues relating to Agency-wide system development activities. Meets regularly with Division project managers and contractor management to plan for contract activities and review project performance. Coordinates with other EPA offices and the OIRM Management Planning and Evaluation Staff to review contractor performance, to resolve problems and to plan for future support.

(4) Provides overall policy direction in the design, implementation, use and deployment of applications using mainframe, office computer, local area networking, personal computing, word processing systems, and electronic mail to provide systems and services. Reviews and approves/disapproves feasibility studies.

(5) Develops and enforces policy and application guidelines on the development of office systems.

(6) Develops and enforces data administration policies and procedures for Agency-wide systems development efforts in coordination with information resources management policies developed by the Information Management and Services Division.

(7) Develops, in coordination with the Data Processing Division, and administers policy and guidelines for applications development and quality assurance, based on engineering considerations such as application sizing, data base development, and appropriate use of the mainframe, office computers, word processors, electronic mail, and personal computers, for all information systems developed and operated by the Information Systems Division.

(8) Develops and administers procedures and guidelines governing the use of data base management system (DBMS) and data element dictionary software for applications development, coordinating with the Data Processing Division's central data base administrator and the Information Management and Services Division. Conducts formal feasibility and logical data base design reviews prior to new application development using DBMS technology.

(9) Develops and administers a quality assurance program for major Agency-wide systems, to ensure client satisfaction and problem resolution during each phase of the system development, implementation and operation of major applications in the Information Systems Division.

(10) Analyzes and evaluates Agency executive office functions and establishes policies and programs for automated support to these functions. Provides advice, planning, systems design, development, training and user support services to the Offices of the Administrator, Deputy Administrator, Assistant Administrators, Associate Administrators, Regional Administrators, and other executive level staffs to ensure the effective development, implementation and operation of office systems and executive systems.

(11) Manages a program to provide EPA program offices with computer based message system services (Electronic Mail) on an Agency-wide basis. Designs and develops Agency-wide applications for electronic mail.

(12) Researches and develops application uses of microcomputer and word processing software. Promotes usage of standard EPA microcomputers and office computers by providing newsletters and organizing user group meetings. Coordinates with the Data Processing Division on the selection of standard microcomputer and office computer software.

(13) Identifies and evaluates training needs of systems users as they relate to the development and implementation of office and integrated application systems; and develops and manages programs for meeting those needs.

(14) Participates in planning for, technical evaluation and selection of ADP hardware, software and services.

(15) Manages special projects which have inter-Branch and/or inter-Division participation.

(16) Manages internal Division project tracking systems and advises Division Director of exceptions, deviations and potential problems relative to program plans, service agreements and other commitments.

GENERIC ISD BRANCH RESPONSIBILITIES

The Resources Management Systems, Administrative Support Systems, and Program Systems branches, each under the supervision of a Chief, develop, enhance, operate, and maintain those systems for which they have designated

responsibilities in accordance with the annual service agreements negotiated with clients. These agreements include services for ADP systems residing on mainframe computers, distributed minicomputers and microcomputer systems. Specifically, each Branch performs the following activities relative to the systems for which it is responsible:

(1) Participates in formulating a Systems Development Strategy for the family of systems.

(2) Participates in the development of service agreements for the development, enhancement, operation, and maintenance of the systems. This includes defining the clients' annual service requirements and developing work plans that identify the specific activities or tasks which must be performed, the schedule, and the estimated resources necessary to provide the requested services.

(3) Maintains and operates the systems including provision of system updates, software maintenance, user support, and programming services for special, one-time reports and for routine production reports. Develops user-friendly software packages and assists users in retrieving data, using automated analytic software to analyze data, collecting data for automated systems and entering data into automated systems.

(4) Provides system development and enhancement capabilities. This includes determining the technical feasibility and developing detailed designs, programming, documenting, testing and installing the new system or adding capability to an existing system, converting data when required, and providing user training.

(5) Develops small, single user prototype or temporary systems on microcomputers, minicomputers and mainframe computers using very high-level, non-procedural computer languages.

(6) Trains and provides user assistance to clients in using high level, non-procedural computer languages to produce data retrievals and analyses. Produces data retrievals and analyses for user organizations when required.

(7) Identifies and evaluates training needs of systems users as they relate to the development and implementation of specific applications and develops and manages programs for meeting those needs.

(8) Advises clients and other users as to the data bases and software which are available. Maintains a "Reports Software Exchange" (RSE) for useful data retrieval and analysis applications; distributes software packages which have proven usefulness and quality to other appropriate users.

(9) Provides technical management of contractual services required to develop, enhance, maintain and operate the systems for which the Branch is responsible. Defines the scope of work, evaluates vendor proposals, provides technical direction to contractors, monitors contractor performance, and informing the Contract Manager, and Project and Contracting Officers of problems with contractor performance and conformance with the contract provisions.

(10) Recommends data elements and edit criteria.

(11) Participates in the planning for, evaluation and selection of ADP hardware, software and services.

B. Resources Management Systems Branch. The Resources Management Systems Branch (RMSB) is responsible for resource tracking, budget, financial, accounting and procurement systems in accordance with the "Generic Branch Responsibilities" specified above.

C. Administrative Support Systems Branch. The Administrative Support Systems Branch (ASSB) is responsible for personnel and payroll systems, facilities support, property management, library and other administrative tracking systems in accordance with the "Generic Branch Responsibilities" specified above.

D. Program Systems Branch. The Program Systems Branch (PSB) is responsible for Superfund, Hazardous Waste, Chemical Information, Grants Information and Control, Facilities Index and mapping ADP systems in accordance with the "Generic Branch Responsibilities" specified above. In addition, the PSB provides the principal EPA point of contact with other agencies, government bodies and private industry on issues related to the chemical, health and environmental effects and monitoring systems.

INFORMATION MANAGEMENT AND SERVICES DIVISION

A. Headquarters Library Branch. The Headquarters Library Branch (HLB), under the direction of a chief, is responsible for the collection, indexing, and processing of environmental information and for general library services to the Agency's headquarters staff. Specifically, the Branch:

(1) Identifies, collects and acquires information in support of the Agency's mission through established purchase, distribution and loan procedures; and provides inter-library loan services.

(2) Indexes, catalogs, analyzes, abstracts and summarizes environmental information to accurately describe the content of published and unpublished environmental information and to facilitate user access.

(3) Develops and maintains an environmental thesaurus and other subject control authorities for use in indexing and processing information.

(4) Maintains inventories of Agency information and information systems and provides physical control and maintenance of the Library and other collections; provides circulation/loan and photo duplication services.

(5) Manages contracts in support of library activities.

(6) Coordinates library activities (e.g., establishing contracts) with Program offices at headquarters.

(7) Provides library services necessary to ensure accurate and timely information to those who need it; provides access through literature searching, reference, referral and selective dissemination services.

(8) Develops specialized collections to serve specific staff in program areas such as law, Superfund, etc.

B. Information Services Branch. The Information Services Branch (ISB), under the direction of a chief, is responsible for the development of information programs and services which result in the provision of information to end users. Specifically the Branch:

(1) Provides clearinghouse and information center user services necessary to assure accurate and timely information to end users; providing referrals as required.

(2) Operates the U. S. focal point for the United Nations Environmental Program's (UNEP) information referral service, INFOTERRA.

(3) Provides translations of foreign language environmental information.

(4) Provides a public information service to assure general access to Agency information and to permit public review and comment on Agency actions.

(5) Manages contracts and agreements providing Agency access to external computerized data bases; including NTIS and Federal Library Committee.

(6) Develops training programs in the use of information services.

(7) Develops programs for making EPA staff aware of the availability of information sources and develop the mechanisms for using these sources.

(8) Prepares special bibliographies, guides to new materials, newsletters and user guides.

(9) Develops and manages international information exchange programs; develops program with NTIS for carrying out many of the U.S. responsibilities under these programs.

C. Information Management Branch. The Information Management Branch (IMB), under the direction of a Chief, is responsible for providing information support services in response to internal Agency needs. Specifically, the Branch:

(1) Implements an Agency-wide records and files management program which includes ensuring the Agency's compliance with external requirements; establishing Agency procedures and reporting requirements; providing technical assistance to Agency programs in developing records and files management systems; and evaluating Agency programs compliance with established procedures.

(2) Conducts information needs and use studies Agency-wide; analyzes findings from studies, develops an action plan for implementing the recommendations and evaluates the actual implementation. Assists Agency offices in developing information requirements, handling and use plans.

(3) Conducts reviews and evaluations of information programs, services, and systems; identifies data duplication and other problems; and develops action plans for resolving them.

(4) Develops and implements a micrographics program, encouraging use of microforms for special applications, storage and access of large data bases, and archival purposes; assures that quality standards are met and provides expert advice to Agency managers and staff.

(5) Manages program for bibliographic control of scientific and technical publications; coordinates Agency publications programs with NTIS; serves as OIRM liaison with the Agency's publications program.

(6) Serves as the Agency's Data Administrator.

(7) Designs, develops and maintains a data element dictionary as required by P.L. 95-511 and to provide standardized terminology and definitions to enable cross sharing of data and facilitate file access; and designs, develops and maintains a metadata directory.

(8) Develops strategies and programs to ensure effective information resources management in the Agency.

(9) Develops and carries out IRM training programs for Agency executives, managers, and staffs.

(10) Coordinates a national information support program, provides technical assistance to program and field offices.

(11) Coordinates with the Management and Organization Division and the Office of Policy, Planning and Evaluation on IRM activities.

(12) Performs liaison functions on information handling and use programs with EPA offices and other governmental and private organizations (e.g., NTIS and Federal Library Managers).

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